

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

OFFICE OF PLANT AND OPERATIONS

January 30 1957

PLANT AND OPERATIONS MEMORANDUM NO. 33

Blanket Purchase Arrangements

1. PURPOSE. The survey of the Department Supply Operations by the General Services Administration and inspections by the Procurement and Property Management Division indicate that the ways in which Blanket Purchase Arrangements can be effectively used is not well understood. It is the purpose of this memorandum to amplify the instructions in 5 AR 86 by describing several applications of Blanket Purchase Arrangements that appear possible at many locations where purchasing is regularly done.

2. DEFINITIONS.

Buyer. The individual who makes the purchase.

Receiving Officer. The individual who picks up the purchased items or to whom they are delivered.

Purchasing Office. The office where management of the purchasing is exercised. This is the office that negotiates the Blanket Purchase Arrangement with the vendor.

The Buyer, Receiving Officer, and Purchasing Officer may be one, two or three persons depending on the specific purchase situation.

3. PURCHASE DOCUMENTATION POLICY. Every purchase from commercial sources made chargeable to this Department must be made (1) in writing on a purchase order, (SF-44, AD-38, or AD-38a), or (2) by prescribed cash payment or credit card procedures, or (3) in accordance with advance written arrangements with the vendor called "Blanket Purchase Arrangements". In unusual circumstances purchases may be documented on vendors sales forms without confirming purchase orders being written or establishing a Blanket Purchase Arrangement but this procedure is not to be followed as a general practice.

4. WHAT IS A BLANKET PURCHASE ARRANGEMENT. It is a charge account. It operates in generally the same way as anyone's personal charge account with a local store. The objective is to eliminate the preparation of confirming purchase orders.

5. HOW TO ESTABLISH A BLANKET PURCHASE ARRANGEMENT. It is the responsibility of the vendor with whom we do business to determine that a purchase chargeable to the Department is made by one who is authorized to purchase from him in the name of the Government. Vendors are generally accustomed to receiving Government purchase orders which they honor even though the signor may not be known to them -- this they do somewhat at their own risk. To protect the Government against criticism and the vendor against loss due to unauthorized purchases made from him in the name of the Government, any arrangements with him for making

purchases without the use of a purchase order form must be carefully worked out. These arrangements, called Blanket Purchase Arrangements, should be made by letter, purchase order, or other document, telling the Vendor:

1. Who will make individual purchases.
2. How purchases will be placed, i.e., by phone, by certain designated persons ordering and picking up supplies from the vendor, etc.
3. What the vendor must do to assure that only authorized purchases are made and to obtain payment, i.e., prepare an itemized sales slip showing order number, if one is given, and which must be signed by an authorized person; send invoice with shipment; give invoice to person picking up supplies; payment to be made once a month, or quarterly; etc.
4. What discounts will be given (particularly on repair parts and labor); how time discounts will be handled.
5. Limitations by class of item, time, or dollar amount.

The attached exhibit is illustrative of the form of a blanket purchase arrangement. Arrangements involving special discounts, prices, delivery, etc., are usually terminable by the vendor and accordingly are not contracts requiring signature of the vendor. Term contracts on prescribed contract forms should be used where contractual agreement is desired. It is usually desirable to number the Blanket Purchase Arrangement either in a series of numbers established by the purchasing office or by using the number assigned by the vendor to the agency's account with him.

6. WHEN IS A BLANKET PURCHASE ARRANGEMENT FEASIBLE. The following set of circumstances should exist:

- A. The location of the buyer, the vendor's place of business, and the delivery point, are in the same town or local delivery area.
- B. Purchases are regularly made from the vendor.
- C. Fund obligation and payment procedures can be adapted to this purchasing procedure.
- D. Adequate control can be established in terms of:
 - (1) Verifying items delivered against items ordered.
 - (2) Verifying prices billed against prices quoted.
 - (3) Means of follow-up on deliveries.
 - (4) Providing necessary accounting data to the paying office and point of obligations control.

7. HOW DOES IT WORK. To decide whether a Blanket Purchase Arrangement is feasible for a specific purchasing situation, the establishing of controls stated in 6D above is usually the problem that needs to be settled. The buyer may pickup the items from the vendor in which case there is usually no problem. When the buyer and the receiving officer are two different persons, then there must be

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The attached exhibit is illustrative of the form of a blanket purchase arrangement. Arrangements involving special discounts, prices, delivery, etc., are usually terminable by the vendor and accordingly are not contracts requiring signature of the vendor. Form contracts on prescribed contract forms should be used where contractual agreement is desired. It is usually desirable to number the Blanket Purchase Arrangement either in a series of numbers established by the purchasing office or by using the number assigned by the vendor to the agency's account with him.

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HOW DOES IT WORK. To decide whether a Blanket Purchase Arrangement is feasible for a specific purchasing situation, the establishing of controls stated in above is usually the problem that needs to be settled. The buyer may pick up the items from the vendor in which case there is usually no problem. When the buyer and the receiving officer are two different persons, then there must be

some means by which the buyer tells the receiving officer what has been ordered. This can be done in several ways without typing an order, such as:

- A. The buyer (purchasing office) at many locations customarily telephones orders to the vendor and then writes up a purchase authorization form in pencil for use by the typist in typing a confirming purchase order. However, it usually will be found that the vendor does not need or use the written order sent to him - he usually will have delivered the supplies on the basis of the telephoned order. Instead of typing a purchase order, the purchase authorization form, if prepared in sufficient detail, can be appropriately routed for obligation postings, to the receiving office where it is receipted when the supplies are received and then to the fiscal office as a receiving report. This procedure is especially adaptable to the laboratories and offices in the Department where the buyer, receiving office and paying office are in the same building which permits ready access to the pencilled purchase authorization form whenever necessary for reference.
- B. Blocks of requisition numbers may be assigned to various requisitioning offices such as Division, Shops, Warehouses, etc. The buyer (Purchasing Office) uses the requisition number as the order number when placing the order. The prices quoted, specifications, and delivery time are noted on the requisition. A copy of the requisition can then be routed as a receiving report to the requisitioning unit and to the paying office. It may be more convenient to have the requisition with the quotation retained by the purchasing office, in which case the receiving unit forwards the vendor's shipping ticket or invoice to the purchasing office for verification of delivery and prices with the quotation and forwarding to the paying office. Since the same reference number (the requisition number) appears on all documents, control can be maintained with the same facility as though a regular purchase order were issued.
- C. Arrangements are often desirable with vendors to permit mechanics, foreman, etc. (referred to hereafter as the buyer) to pickup their needs without the formality of making a requisition to a purchasing office or without having to write up a SF-44. This is particularly desirable on repair parts where the listing of parts needed may be lengthy although total cost small. Arrangement should be made with the vendor to honor the requests of specifically named individuals and to write up the order on the vendor's sales form to be signed by the buyer and a copy given to him. The buyer would then be required to send the receipted sales form copy to the fiscal office for matching with the vendor's invoice when submitted. Administrative control should be provided for through periodic inspections. Such arrangements should be carefully developed to provide for discount on parts and labor wherever possible.

The above are intended as illustrative examples only. There are many procedural variations that can be used dependent upon the specific purchase situation in-

some means by which the buyer tells the receiving office what has been ordered. This can be done in several ways without typing an order, such as:

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C. Arrangements are often desirable with vendors to permit mechanics, foreman, etc. (referred to hereafter as the buyer) to pickup their needs without the formality of making a requisition to a purchasing office or without having to write up a SF-44. This is particularly desirable on repair parts where the listing of parts needed may be lengthy although total cost small. Arrangements should be made with the vendor to honor the requests of specifically named individuals and to write up the order on the vendor's sales form to be signed by the buyer and a copy given to him. The buyer would then be required to send the received sales form copy to the fiscal office for matching with the vendor's invoice when submitted. Administrative control should be provided for through periodic inspections. Such arrangements should be carefully developed to provide for discount on parts and labor where ever possible.

The above are intended as illustrative examples only. There are many procedural variations that can be used dependent upon the specific purchase situation in-

8. WHEN IS A BLANKET PURCHASE ARRANGEMENT UNWORKABLE. If a purchasing office buys primarily for shipping direct to locations outside of the town or local delivery area in which the buyer is located, a blanket purchase arrangement is not generally feasible. There must be a notification to the receiving office of exactly what is ordered and usually the price thereof so that inspection and receiving reports can be prepared and fund obligation data be available as required at the receiving point. At the same time, the record of the purchase must be reasonably available to the buyer, the purchasing office, and to the accounting office for current reference needs. Instructions to the vendor as to shipment, billing, etc., usually need to be documented. These requirements are best met by copies of a purchase order prepared on Form AD-38 or 38a. In some cases, where most orders on a firm are for local delivery but a few orders may go direct to field points, regular purchase order procedures can be used for the field deliveries and blanket purchase arrangements apply to local deliveries. Some judgment should be given to the desirability of having one system of ordering from a vendor rather than confusing the vendor with two systems. The basis for such judgment is simply will a blanket purchase arrangement adequately control most of the purchases from a vendor and eliminate work sufficient to warrant establishment of such arrangements, considering the possible confusion inherent in two systems with one vendor.

Some purchases will involve detailed specification descriptions. These purchases should be made by using a purchase order form although they may, of course, be charged to a blanket purchase arrangement with the vendor if one exists.

Fast moving, large-scale, action programs usually involve a mass of purchasing detail. It is particularly necessary to have good documentation for purchasing control, follow-up and other reference purposes. For such purchasing programs, careful attention needs to be given to documentation procedures of any Blanket Purchase Arrangement to assure ready availability of data as to verbal orders placed, status of delivery, obligations, payment, etc. Blanket Purchase Arrangements should not be used if they will not provide the control necessary to positively assure efficient supply service to the program operations.

9. EFFECT ON PURCHASE LIMITATIONS. Limitations on procurement, such as the open market purchase limits, mandatory sources of supply, etc., are not changed by Blanket Purchase Arrangements. Although there may be many purchases placed with a vendor during a month using a Blanket Purchase Arrangement technique, the open market limitations stated in 5 AR 68 and 72 apply to known purchase requirements at the time of each purchase and not necessarily to the total of the purchases for the month.

10. CORRELATION WITH OTHER PURCHASE TECHNIQUES. As indicated, Blanket Purchase Arrangements are desirable where there is a continuity of business with a vendor for local delivery. Where small orders for local delivery are placed occasionally with other firms, the SF-44 or AD-38 should be used. Where the volume of small orders for pickup or local delivery to any one point placed with other firms so warrants, an imprest cash fund should be used. General guides on use of purchase techniques are as follows where local delivery or pickup is made:

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PURCHASE SITUATION - LOCAL DELIVERY		PURCHASE TECHNIQUE
Many orders with same firm		: Blanket Purchase
		: Arrangement
Occasional orders with a few firms	: Over the	: SF-44 or cash (obtain
	: Counter	: reimbursement on
	: Delivered	: expense account)
Many orders but distributed among many firms - where volume with the firms does not warrant Blanket Purchase Arrangement - where several deliveries to any one point are made each month		: AD-38, SF-44, or cash
		: Imprest Cash at Point of Delivery

11. CORRELATION WITH FUND CONTROL. Blanket Purchase Arrangements are not fund obligation instruments. Although such arrangements may include limits on total procurements thereunder in terms of a period of time or of money, this usually is not desirable since it means reestablishing arrangements periodically. Fund control should be exercised through internal agency procedures consistent with the agency's system of administrative control under apportionments and not through requiring the vendor to supervise his sales to the agency for that purpose. Copies of Blanket Purchase Arrangements should be provided the fiscal office for their information particularly as to payment provisions thereof.

12. REVIEW OF ARRANGEMENTS. All Blanket Purchase Arrangements should be reviewed at least annually and any changes or cancellations made as appropriate.

Questions concerning this memorandum should be directed to Mr. Zimmerman, extension 4943.

J. H. Mangham
Director

Attachment

/s/ J. H. Mangham
Purchasing Agent
Soil Conservation Service
USDA

PURCHASE SITUATION - LOCAL DELIVERY		PURCHASE TECHNIQUE
Many orders with same firm		Blanket Purchase Arrangement
Occasional orders with a few firms	Over the Counter	BT-44 or cash (obtain reimbursement on expense account)
	Delivered	AD-36, BT-44, or cash
Many orders but distributed among many firms - where volume with the firm does not warrant Blanket Purchase Arrangement - where several deliveries to any one point: of Delivery are made each month		Blanket Purchase Arrangement

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Director

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation ServiceSample FormatBLANKET PURCHASE ARRANGEMENTwith
ABC HARDWARE CO.
Atlanta, Georgia: Account :
: No. 100 :
: Date :
: 7-1-56 :

1. Persons Authorized to Place Orders.

John Jones, Purchasing Agent

Joe Smith, Mechanic

Tom Sawyer, Warehouseman

or such other persons as John Jones, purchasing agent, may indicate by phone to the vendor as authorized to make special purchases.

2. Procedure for Placing Orders with Vendor.

Orders will be placed by phone for local delivery or will be ordered and picked up at the vendor's place of business by persons designated above. The buyer will give the vendor an order number for each purchase. The vendor will write up the order on his sales form showing the order number and itemizing the purchase with unit prices and totals. The vendor will secure the receipt of the receiving officer on the sales form and provide one copy to the receiving officer. No written purchase orders on government forms will be issued unless necessary to adequately describe purchase requirements or as may be desired by the vendor.

3. Billing Procedure.

Invoices in single copy identified with the agency order number and date are to be sent to:

Soil Conservation Service
1234 X Street
Atlanta, Georgia

Payment will be made monthly on or about the 10th of the month for all invoices received.

4. Pricing Arrangements.

Prices on all items shall be as quoted for each purchase or as stated in any applicable contract with the Vendor. However, as agreed with Mr. W. T. Adams of the ABC Hardware Company, all time discounts shall be extended to the 10th of the month following billing or receipt of supplies, amount of time discount to be as stated on the invoice. Trade discounts shall be as quoted but shall generally be 40% of list for automotive repair "parts, common"; labor for repair to be at the rate of \$3.00 per hour; all supply items to be generally priced at 10% less than list for distributors prices.

5. General.

No conditions of sale other than as specified herein or as may be mutually agreed to for a specific order shall be applicable to purchases made under these arrangements. These arrangements are effective immediately and until cancelled by the Government or the Vendor.

/s/ JOHN JONES
Purchasing Agent
Soil Conservation Service
USDA

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

JUN 21 1957

PLANT AND OPERATIONS *Memorandum* CIRCULAR NO. 34

Report of Space Managed by the General Services Administration

There is attached transmittal letter No. 2-18 inserting a new section, 202.00, in Chapter II of Title 2 of the General Services Administration Regulations covering reports on space managed or proposed to be managed by that Administration.

The new section codifies instruction previously contained in General Services Administration Circular No. 108, Revised, and also inserts a reporting requirement which has previously been required in connection with adjustment in the budget estimates to transfer fiscal responsibility for rental of space from the Department to the General Services Administration.

In preparing the Report the following items are important:

1. The data will be used by the General Services Administration in support of its estimates to the Bureau of the Budget and the Congress to secure funds for the space which the agencies need. It is, therefore, in the Department's interest to provide complete and accurate information.
2. Changes in existing space should be based on approved or foreseen programs.
3. The data submitted in Section III may result in adjustment of agency estimates by the Bureau of the Budget and it is, therefore, necessary that agency budget officers be given a chance to review the report before submission to this Office.
4. In order that the report may be used by both General Services Administration and the Department agencies in day-to-day space management it is necessary that changes be completely identified with specific locations.

Detailed Instructions for Preparation of the Report - GSA Form 1357

1. Number of Copies:

Washington Metropolitan Area - Single copy.

Field - Original and three legible copies of the consolidated report of the agency, both of the form and supporting material.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

Page 1

PLANT INDUSTRY

PLANT INDUSTRY

PLANT INDUSTRY

PLANT INDUSTRY

PLANT INDUSTRY

PLANT INDUSTRY

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PLANT INDUSTRY

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2. Due Date in Real Estate Division, Office of Plant and Operations:

Washington Metropolitan Area - July 15

Field - July 20

3. Space Not to be Included in the Report:

- a. Government-owned space under the control of the Post Office Department or any other agency except General Services Administration.
- b. Leased space acquired by the Department under its own authority.
- c. Non-Federal free space, unless under the control of General Services Administration.
- d. Space held under cooperative agreements.

4. Instructions Applicable to Section I of the Report:

- a. Washington Metropolitan Area - Agencies occupying space in the District of Columbia on a non-reimbursable basis (includes all agencies except Government-owned Corporations) must cover all space under this item. Where space is occupied outside of the boundaries of the District of Columbia, the space should be reported on the same basis as other field space, but included in the Metropolitan area report. See 202.03.a.
- b. Federal Space under Control of General Services Administration - Field - There should be included any increases of space and employees for offices now located in Federal buildings, if the space increases are a minor addition to that already occupied. If a major increase is contemplated in an office, consideration should be given to whether it will be necessary to move the entire office to leased space, and if such determination is made, the present space occupied should be shown as a deduction in Section I and the entire space required shown as reimbursable leased under Section II. All actions must be fully documented.
- c. Leased Space - If additional personnel can be accommodated in the presently assigned non-reimbursable space, show personnel increases only and indicate in the supporting statement where located. If additional leased space has to be acquired to provide for the increase, the additional space should be shown in Section II.

There shall also be reported in this section space occupied on a reimbursable basis as of June 30, but for which General Services Administration will assume rental on July 1 in accordance with the budgetary adjustment made in estimates for the fiscal year beginning July 1.

- d. Other - If changes are contemplated such as upgrading of space, even though neither the personnel nor the area changes, a notation should be included in the supporting statement as to the location and the nature of the change, and, if available, the estimated cost.

5. Instructions Applicable to Section II:

- a. Washington Metropolitan Area - Report in this section space held on a reimbursable basis in the District of Columbia, and space outside of the boundaries of the District of Columbia which is presently occupied on a reimbursable basis or will be acquired on that basis.
- b. Field - Report in this section space held on a reimbursable basis as of June 30, unless responsibility for rental is to be assumed by General Services Administration on July 1 (see 4.c). If agency funds are subject to transfer to General Services Administration, the space occupied as of June 30 of the fiscal year in which the report is made, or that for which obligations for increases are known as of the date of the report, should also be reported and detailed under Section III.

Report also increases as discussed in Section I.

6. Instructions Applicable to Section III:

This covers space which is reimbursable in current fiscal year and properly assigned for conversion to General Services Administration financing effective at the beginning of the next fiscal year. It is suggested that funds for space under Section III also be included in agency's budget requests for the next fiscal year. This will protect the agency in the event a transfer is not made. Space not included in Section III will remain on reimbursable basis inasmuch as the General Services Administration does not automatically take over the rental after a certain length of time. All data supplied under this section shall be checked with the Agency Budget Officer.

7. Supporting Data Required:

a. Sections I and II

The detailed information required (items 1 through 6) is important. Each city where changes are contemplated must be identified and if an agency has several locations within a city the particular building should also be identified.

b. Section III

The detailed information required for Section III is substantially the same as previously furnished for proposed budgetary adjustment.

Item (1), Title of Appropriation, should be narrative and not symbols. Items (2) and (3) - Self-explanatory.

There is attached a copy of the form which has been used for this purpose for the past several years and additional copies are available from the Real Estate Division if they are desired for use as supporting data for Section III.

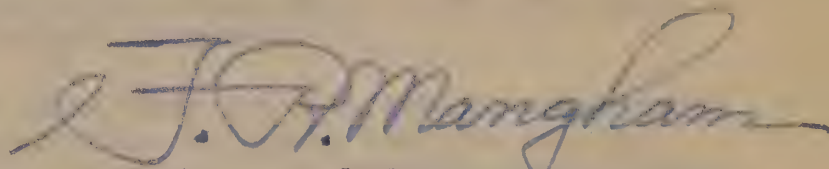
8. Revisions:

If major changes occur (moves of offices from city to city, increases or decreases in space because of unanticipated program adjustments, etc.) subsequent to submission of the agency report, a letter should be submitted to this Office for transmittal to General Services Administration, outlining the city, space, personnel and the category in which included in the original report and identifying the changes to be made. This procedure is only applicable to revision in Section III between the date of submission of the report and October 1 of the same year.

9. Forms:

GSA Form 1357 may be obtained from the Real Estate Division of this Office.

Title 4 of the Administrative Regulations will be amended to include GSA Reg. 2-II-202.00, and additional information can be obtained from C. A. Salisbury, Real Estate Division, Office of Plant and Operations, Extension 5225.


Director of Plant and Operations

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

AUG 3 - 1959

PLANT AND OPERATIONS MEMORANDUM NO. 34, REVISED

Anticipated Changes in Space Managed by General Services Administration

There is attached transmittal letter No. 2-23, dated July 9, 1959, revising Section 202, Chapter II, Title 2 of the General Services Administration Regulations covering reports of anticipated changes in space managed by that Administration.

The revised section provides that in lieu of filing space estimates for both the current and budget year needs, it will only be necessary to furnish reports of space changes in the budget year. The data in connection with adjustment in budget estimates previously required by Section 202 is no longer included but will be requested as a separate report when required.

In preparing the report the following considerations are important:

1. The data will be used by the General Services Administration in support of its estimates to the Bureau of the Budget and the Congress to secure funds for the space which the agencies need. It is, therefore, in the Department's interest to provide complete and accurate information.
2. Changes in space should be based upon approved or foreseen programs. It is essential that the data submitted be consistent with personnel and program changes included in the budget estimates. It is, however, recognized that the report is to be submitted prior to the time agencies will receive their final budget allowances.
3. If no estimates of anticipated space needs are submitted covering space in the field, it will be necessary that the agency bear the cost of increases later found necessary. In the case of the District of Columbia, however, agency funds are not available for rental and failure to anticipate needs may result in unavailability of space.
4. It is particularly necessary that changes be anticipated in multiple-use Federal Buildings, for if requirements are anticipated, the General Services Administration will have funds to move other activities from such building to provide the needed space. Funds of a Department agency are not, however, available to move other Federal activities or to pay their rent. Thus, if the requirements are not anticipated, the agencies will be required to move from the Federal Building to obtain additional space.

General Services Administration

Attached transmittal letter No. 2-23, dated July 9, 1959, revising Chapter II, Article 2 of the General Services Administration covering reports of anticipated changes in space managed by the Administration.

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In preparing the report the following considerations are important:

1. The data will be used by the General Services Administration in support of the estimates of the total space requirements of the Government for the space which the agencies need. It is, therefore, in the interest of the Government to submit accurate data.
2. Changes in space should be based upon approved or forecast programs. It is essential that the data submitted be consistent with personnel estimates. The data should be submitted in the budget section. It is, however, recognized that the report is to be submitted prior to the time agency estimates are submitted.
3. If no estimates of anticipated space needs are submitted covering space in the field, it will be necessary that the agency bear the cost of space. In the case of the absence of such data, however, agency funds are not available for rental and failure to anticipate needs may result in unavailability of space.
4. It is particularly necessary that changes be anticipated in multiple use buildings. The General Services Administration will have funds to move other activities from buildings which are not required for the use of the agency. That, if the requirements are not anticipated, the agencies will be required to pay for the space.

Instructions - GSA Form 1357

1. Number of Copies:

Washington Metropolitan Area - Single copy.

Field - Original and three legible copies of the consolidated report of the agency, both of the form and supporting material.
(GSA Form 1357A).

2. Due Date in Real Estate Division, Office of Plant and Operations:

Washington Metropolitan Area - August 15.

Field - August 20.

3. Space Not to be Included in the Report:

- a. Government-owned space under the control of the Post Office Department or any other agency except General Services Administration.
- b. Leased space acquired by the Department under its own authority.
- c. Non-Federal free space, unless under the control of General Services Administration.
- d. Space held under cooperative agreements.

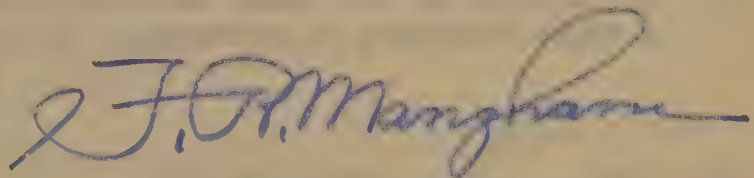
Instructions - GSA Form 1357A

This form, which must be submitted to support data contained on GSA Form 1357, shall be sufficiently detailed so that there can be no mistake as to the location and identification of the activity to benefit.

Instructions - GSA Form 1357B

The General Services Administration contemplates that the Department will indicate its priority for projects covered by GSA Form 1357B. Therefore, agencies need submit only one copy of the form. Such additional justification as deemed desirable to assist this Office in judging the relative need of projects may be also included. This form shall be submitted at the same time as GSA Form 1357.

Attachments

A handwritten signature in blue ink, appearing to read "J. O. Mangham", is written over the bottom right portion of the page.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

JUN 22 1960

PLANT AND OPERATIONS MEMORANDUM NO. 34, REVISED
SUPPLEMENT NO. 1

Anticipated Changes in Space Managed by General Services
Administration

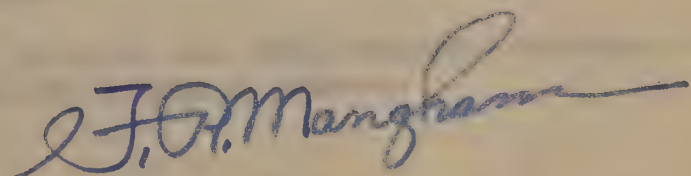
The revision of Plant and Operations Memorandum No. 34, dated August 3, 1959, transmitted an amendment to Section 202.00, Chapter II, Title 2, of the Regulations of the General Services Administration, providing permanent procedure for the submission each year of estimates of space needed in General Services Administration controlled premises on GSA Form 1357. In addition, the revised regulation provided that GSA Form 1357B should be used to show changes which did not involve either increase or decrease of space, such as consolidations, upgradings, and special installations.

The submission of justifiable requests on GSA Forms 1357 and 1357B can require the General Services Administration to budget for space increases and for space improvements necessary for efficient operation in space furnished by that agency. In certain cases, agency funds are not available for these purposes. Therefore, it is important that full and complete agency needs be submitted.

The deadline dates for the reports to be in this Office are August 15 for the D. C. Metropolitan area and August 20 for the field.

In preparing the reports, particular attention should be paid to the following:

1. Projects submitted on GSA Form 1357B are to be listed in order of priority. This priority is to be submitted to this Office on an agency-wide basis and then submitted to General Services Administration on a Department-wide basis.
2. Actions involving only the transfer of responsibility for payment of rental and other charges for space from an agency to General Services Administration should not be shown on the GSA Form 1357. This type of transaction is processed under a separate procedure.



Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

OFFICE OF PLANT AND OPERATIONS

September 3, 1957

PLANT AND OPERATIONS MEMORANDUM NO. 35

"Through Telephone Dialing" Between Government Agencies

Effective September 30, 1957, the inter-departmental telephone system in Washington will be changed to enable users of Government telephones to make calls to certain other Government agencies in Washington without the participation of a telephone switchboard operator.

The new procedure, known as "through dialing," will be used in telephoning to those Government agencies which are equipped to handle ~~"through dialing."~~ ^{such calls.} Since all agencies are not now so equipped, the names and code numbers of "through dialing" agencies are printed in large (capital) letters on the back cover of the September, 1957, issue of the USDA telephone directory. ~~to distinguish them from agencies not so equipped.~~ The ~~letter~~ are shown in smaller letters. Current code numbers to be used up to September 30 are shown on the back of this memorandum.

agencies not equipped for "through dialing"

Dialing Procedure

To make calls to agencies equipped for "through dialing."

If you know the extension number of the person you are calling, dial the agency code number and immediately thereafter dial the desired extension number. There will be no dial tone between the two numbers.

If you do not know the desired extension number, dial the agency code number and follow immediately with the figure "0". This connects you with an information operator in the dialed agency. (An exception is the Department of Defense, whose information operators are reached by dialing Code 1170.) The information operator will tell you the desired number, but will not connect you. She will ask you to note the number for future reference and then will request you to hang up and dial your party direct, using the agency code and the extension number she has just given you.

To make calls to agencies not equipped for "through dialing." ^{to}

If you know the extension number of the person you are calling, dial the agency code number and ask the agency operator to connect you.

If you do not know the extension number, dial the agency code number and ask the operator for "information."

In the interest of time saved, it is urged that USDA employees maintain a "frequently called" list of dial codes and extension numbers.

2 J. G. Mangham
Director

(over)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Plant and Operations
Washington

JUL 5 - 1960

PLANT AND OPERATIONS MEMORANDUM NO. 35, *Sup. 1*

Government Inter-departmental Dial System
in the District of Columbia

The following excerpts from General Services Administration Circular No. 210, dated June 13, 1960, re-emphasize the need for government agency personnel to use the Inter-departmental Dial Switching System in making telephone calls to other agencies in the Metropolitan Washington area:

"The IDS System serves virtually all Government agencies in Washington through the system of code numbers in use for some years. It provides economy of operation and speed of service in the handling of interagency telephone calls. The Government incurs fixed charges for the equipment, regardless of the number of calls made. When calls are made between agencies served by IDS by dialing through outside lines rather than through IDS, additional cost is incurred.

In the new "inward" dialing service, an agency is given a new three-character exchange designation such as DU-8 or WO-4 which, when coupled with the extension number, will reach the particular extension without intervention of an operator. The purpose of this service is to accommodate non-Government callers who wish to communicate with Government employees without going through the switchboard operator.

With the growth of inward-dialing services, there has been a marked, though inadvertent, increase in the number of "outside" local calls which should be going through the interdepartmental switching system. This results from Government personnel giving other agencies the new inward dialing exchange instead of the IDS code. Each such call is routed over outside trunks and results in additional cost to the Government.

" All Federal agencies are urged to notify their personnel that in calling other agencies or in giving out their own number for the purpose of receiving calls from other agencies, the IDS code numbers should be used. Do not call another Government agency except through the IDS code and do not give other Government agencies your exchange number. In each case use the agency code numbers preceding your extension.

"When agency instructions call attention to the use of new inward-dialing exchange symbols, it should be clearly stated on the same page that: "Do not, however, give this exchange to other Government agencies for purpose of return calls. Continue to give your inter-departmental code number."

"Adherence to this principle will result in substantial savings to the Government."

The information contained in this memorandum should be brought to the attention of your Agency's Washington employees.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

OFFICE OF PLANT AND OPERATIONS

October 17, 1957

PLANT AND OPERATIONS MEMORANDUM 36

Procurement and Property Officers' Conference

1. PURPOSE.

It is the purpose of this memorandum to redesignate the Procurement Officers' Conference as the Procurement and Property Officers' Conference under the auspices of the Office of Plant and Operations.

2. CONFERENCE FUNCTION.

Subjects of an educational, informational or inspirational character will be presented at each meeting by members of this and other Federal Agencies, by representatives of industry, trade associations, etc., and other professional people in procurement and property management and allied fields of endeavor. Through this medium, there should be a significant contribution to improvement of administration in the procurement, distribution, utilization and disposition of supplies, material and services by this Department.

3. MEMBERSHIP.

The Procurement and Property Officers' Conference shall consist of the principal officers and other employees of the agencies having primary responsibility in the procurement and property work of the Department. The Chief, Procurement and Property Management Division, Office of Plant and Operations, will act as Chairman.

4. MEETINGS.

Meetings will usually be on the third Monday of the month, October through May.


Director

MEETINGS

UNITED STATES DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

February 1, 1917

Mr. J. B. H. [illegible]

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 28th inst.

The Office of Plant and Operations.

Subject: An educational, informational or instructional film
will be presented at each meeting of members of the [illegible]
Federal Agricultural Experiment Stations, State Agricultural
Experiments, and other persons in the Department and [illegible]
life of the [illegible]. Through this medium, there
will be a contribution to the improvement of agriculture
and the [illegible] of the [illegible] and [illegible] of the
[illegible] of the Department.

and other employees of the [illegible] [illegible]
in the procurement and [illegible] work of the
Department. The [illegible] [illegible] [illegible]
Office of Plant and Operations, will act as [illegible].

Very truly yours,
[illegible]

Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

APR 11 22, 1958

OFFICE OF PLANT AND OPERATIONS

DISTRIBUTION

Regular

PLANT AND OPERATIONS MEMORANDUM NO. 37

Accelerated Procurement

1. PURPOSE.

The purpose of this memorandum is to prescribe procurement policy applicable to accelerated procurement programs for fiscal years 1958 and 1959.

2. SCOPE.

Policies prescribed herein are applicable to planned procurements in F.Y. 1958 or 1959 from presently available appropriations and funds and to accelerated procurements from Fiscal Year 1959 appropriations after July 1, 1958 or made available before then pursuant to procedures prescribed by the Office of Budget and Finance (see B&F Memorandum 436 of 4-11-58).

3. PROCUREMENT POLICY.

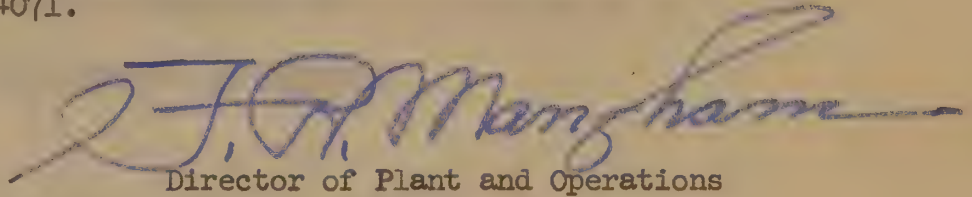
In accordance with previous arrangements with agency officials, all agencies may, to the maximum extent practicable, immediately purchase all scheduled, essential needs for equipment and supplies which can be paid from available funds. Equipment purchases scheduled to obtain 1959 models may be rescheduled for immediate purchase of 1958 models where depreciation costs are not adversely affected and the immediate purchase is otherwise economical in terms of expected technological improvements, meeting prescribed replacement standards, etc. Title 5 Administrative Regulations are waived to the extent that stores inventories may be increased to a one-year supply where space is available and handling costs are not substantially increased. Every reasonable effort should be made to expedite the development of specifications and award of construction contracts.

4. CONTRACT AWARDS TO AREAS OF SUBSTANTIAL LABOR SURPLUS.

Those agencies having negotiating authority should assure that appropriate awards are made to areas of substantial labor surplus in accordance with 5 AR 284.

5. GENERAL.

Questions concerning this memorandum should be referred to Mr. Zimmerman, Extension 4071.


Director of Plant and Operations

~~I Concur:~~

~~Director of Budget and Finance~~

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

OFFICE OF PLANT AND OPERATIONS

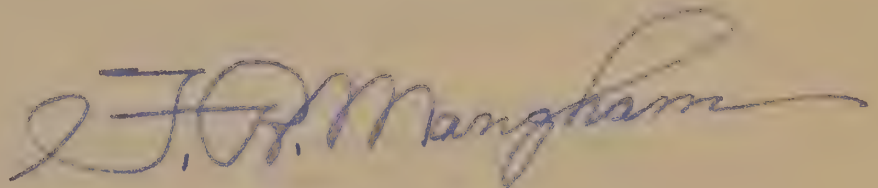
April 30, 1958.

PLANT AND OPERATIONS MEMORANDUM NO. 37, Supplement 1

Accelerated Procurement

Due to an increased purchasing workload, delayed wage rate determinations, and combining of F.Y. 1958 and 1959 requirements, we find that a departure from certain procedures contained in 5 AR 117 may be required. Purchasing Officers are advised that bid closing, contract award and order placing date restrictions of 5 AR 117 are waived for fiscal year 1958 to permit full implementation of the accelerated procurement program.

Questions concerning this memorandum should be referred to Mr. Zimmerman, Extension 4071.

A handwritten signature in blue ink, reading "J. R. Mangham". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Director

MEMORANDUM FOR THE DEAN

DATE: [illegible]

On [illegible] of [illegible] 19[illegible] and [illegible] 19[illegible], we
certain procedures contained in
the [illegible] of [illegible] are [illegible] that
for [illegible] year [illegible] to [illegible] full [illegible]

It is recommended that [illegible] be referred to
the [illegible] of [illegible]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

July 9, 1958

PLANT AND OPERATIONS MEMORANDUM NO. 38

Information Leaflet on Interagency Motor Pools

Attached is a copy of a pocket-size leaflet entitled "Interagency Motor Pools - Services, Rates, Locations," which is available for distribution to appropriate employees through agency channels.

The leaflet was designed primarily to assist employees performing official travel or temporary duty at or near pool locations in obtaining needed motor pool services.

Copies of the leaflet for intra-agency distribution should be requested in the total number required from the Procurement and Property Management Division, Room 106W, by memorandum. For further information, please call extension 4581.

E. J. Mangham
Director

Attachment

VEHICLES

UNITED STATES DEPARTMENT OF JUSTICE
DIVISION OF INVESTIGATION
WASHINGTON, D. C.

CONFIDENTIAL - SECURITY MATTER

MEMORANDUM

TO : SAC, NEW YORK (100-100000)

FROM : SAC, NEW YORK (100-100000)

SUBJECT: [Illegible]

[Illegible]

[Illegible]

[Illegible]

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

July 24 1958

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 39

Disposals of Surplus Property

1. Purpose. The purpose of this memorandum is to make effective, pending formal revision of applicable Department regulations and procedures, certain revised policies and procedures relative to advertised and negotiated sales of surplus personal and real property, as required by the provisions of Public Law 85-486, approved July 2, 1958.
2. Authority. General Services Administration General Regulation No. 19, dated July 9, 1958, copy attached.
3. Real and Personal Property. The applicable provisions of Chapter 5, Section 5, of Title 5, and Chapter 2, Section 7 of Title 4, Department Administrative Regulations are hereby superseded by GSA General Regulation No. 19, to the extent that such regulations are not in agreement.

The major changes that are of interest to Department agencies are ^{those} applicable to negotiated sales ~~and are~~ as follows:

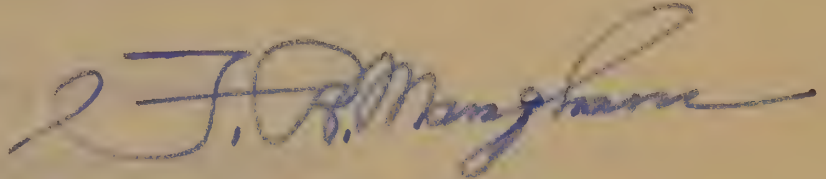
- a. Where the estimated fair market (or reasonable recovery) value of the real or personal property involved does not exceed \$1,000 (rather than \$500) it may now be disposed of by negotiated sale without the preparation of explanatory or justification statements.
 - b. When surplus personal property is to be sold to States, Territories, possessions, political subdivisions thereof, or tax-supported agencies therein, the sale may now be made by negotiation regardless of the amount involved, provided the estimated fair market value of the property and other satisfactory terms of disposal are obtained.
 - c. Whenever any surplus real or personal property having a fair market value of \$1,000 or more is to be disposed of through a negotiated sale (including sales to States, etc.) an explanatory statement must now be prepared in advance of the sale, for distribution, as provided in Section 5 of GSA General Regulation No. 19.
4. Submission of Explanatory Statements. Until further notice explanatory statements on proposed negotiated sales amounting to \$1,000 or more shall be prepared and signed by the appropriate agency official and submitted, in quadruplicate, through agency channels, to the Office of

1958, copy attached.

as follows:

Plant and Operations for approval and transmittal to appropriate Congressional committees and GSA Regional Office at least thirty days in advance of the proposed sale date. Such sales shall not be consummated until approved by the Office of Plant and Operations.

5. Effective Date. The provisions of this memorandum are effective ~~immediately.~~
with issuance

A handwritten signature in blue ink, appearing to read "J. R. Mangham", with a large, stylized initial "J" and a long, sweeping underline.

Director

Attachment

The provisions of this memorandum are effective

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

19
September 15, 1958

PLANT AND OPERATIONS MEMORANDUM NO. 40

Changes in Personnel Assignments

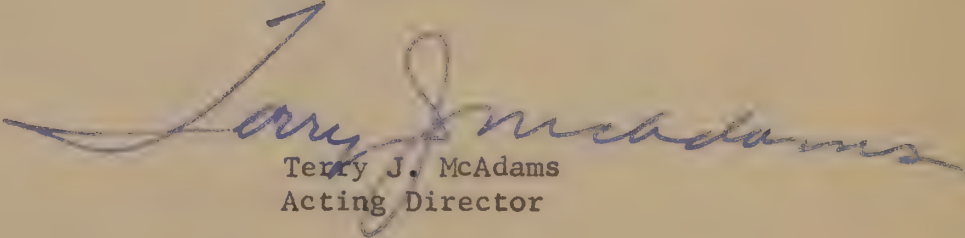
Effective ~~Monday~~ ^{Friday} September 15, 1958, the following changes in the personnel assignments of the staff of the Service Operations Division of this Office will be made:

Mr. Fred A. Hoyland has been appointed Chief of the Service Operations Division to succeed Mr. William E. Weir who retired from Government service on August 31, 1958.

Mr. Kenneth J. Williams has been appointed Assistant Chief of the Service Operations Division, vice Mr. Hoyland.

Miss Dorothy D. Detwiler has been appointed Chief of the Work Planning and Control Section to fill the vacancy created by the promotion of Mr. Williams.

Messrs. Hoyland and Williams will be located in Room 1540, South Building, telephone extension 6867. Miss Detwiler's room and telephone numbers will remain unchanged - room 1544, South Building, extension 4321.


Terry J. McAdams
Acting Director

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

Following changes in the

Mr. [Name] has been appointed Chief of the Service
Mr. [Name] has been appointed Mr. [Name] who

Mr. [Name] has been appointed Mr. [Name] vice Mr. [Name]

Mr. [Name] has been appointed Chief of the

Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

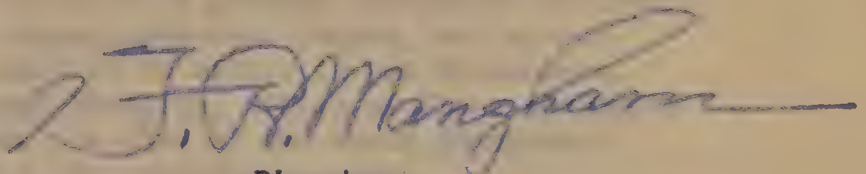
OFFICE OF PLANT AND OPERATIONS

November 28, 1958

PLANT AND OPERATIONS MEMORANDUM NO. 41

SBA Class Set-Asides

Secretary's Memorandum No. 1426, dated August 14, 1958, refers to modification to our inter-agency working arrangements with the Small Business Administration, as contemplated by the enactment of PL 85-536 known as the Small Business Act of 1958. Section 15 of the Act provides for set-asides by classes and for disagreements in connection therewith to be determined by the Secretary. Until such time as Government-wide regulations are established dealing with this subject, class set-asides are permissible and local interim procedures for their use may be worked out by agency offices in cooperation with SBA Representatives.


Director

THE PLANT INDUSTRY BULLETIN
No. 100

As the plant industry is one of the most important factors in the development of a nation, it is essential that the government should have a complete knowledge of the conditions of the industry. This bulletin is intended to provide a complete and up-to-date account of the plant industry in the United States, and to show the progress of the industry since the last bulletin was published. It is divided into two parts, the first of which gives a general account of the industry, and the second of which gives a detailed account of the various branches of the industry.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

September 30, 1958

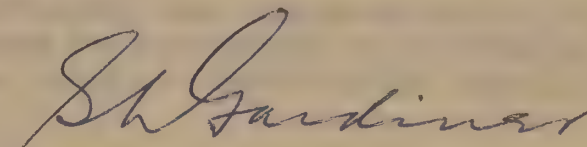
PLANT AND OPERATIONS MEMORANDUM NO. 42

Report on Procurement by Civilian Executive Agencies

GSA Regulation 1-II-212 (Transmittal Letter No. 1-93) prescribes the use of SF-37 for submission of Report on Procurement by Civilian Executive Agencies in lieu of GSA Form 33, which was previously used. In view of the fact that changes are contemplated in the near future which will cause additional revisions to SF-37, agencies should follow the instructions in GSA Transmittal Letter 1-93 until further notice. Revisions to Title 5, Administrative Regulations, will not be made until such time as final revision is made by GSA.

Major changes in the reporting requirements as contained in Transmittal Letter 1-93 are as follows:

1. Reports are due in GSA within 30 days after the end of a reporting period instead of 45 days, as was previously required. Therefore, in order to provide sufficient time for consolidation of the Department-wide report, all agency reports should be submitted to arrive in the Procurement and Property Management Division, Office of Plant and Operations, not later than the 23rd of the month immediately following the close of the semiannual period.
2. Purchases (including increases or decreases due to amendments, modifications or cancellations) need not be reported for offices having an annual expenditure of \$1,000 or less, in lieu of \$500 or less--the previous reporting limitation.
3. Actions for leasing of space have been exempted from the reporting requirements.


Acting Director

and by Division Five
was previously used. In the
absence thereof, the Division
will furnish a copy of the
same to the Bureau.

It is suggested that the Bureau

A within 30 days after the end of a
month of the year, as was previously re-
in order to provide sufficient time for
the Bureau-wide report, this agency
to advise the Procurement
Office of the Bureau and Office
of the Bureau immediately
of the semiannual period.

on cancellations) need not be reported
last--the previous reporting period.

of space have been eliminated from the
report.

Very truly yours,
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 12, 1943

DEPARTMENT OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 43

Records Requirements on Dockets Published in
the Federal Register

Effective immediately upon implementation by each Department agency the following are the records copy requirements of the Secretary's Records Section on dockets to be published in the Federal Register:

1. Dockets for Signature in Office of the Secretary. A single salmon copy of each docket shall be furnished for retention by the Secretary's Records Section as the official Department record. Any original memorandum of explanation to the Secretary will also be retained by this Section. A salmon copy of the transmittal letter prepared for signature of the Chief, Secretary's Records Section, shall also be provided.

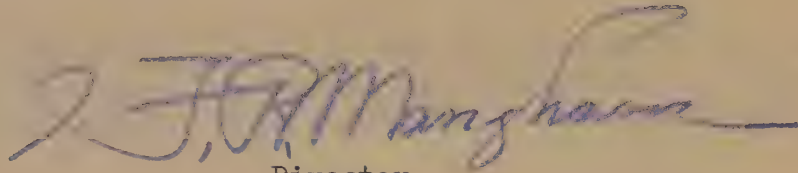
2. Dockets for Signature in Agencies. A salmon copy of Federal Register dockets signed in agencies will no longer be required by the Secretary's Records Section. However, a salmon copy of the transmittal letter shall continue to be provided.

On dockets to be signed in agencies, all approvals, including the General Counsel's, shall be indicated on the official agency copy. (Please do not use salmon paper--this is reserved for material signed in the Secretary's Office.) The agency copy will be certified as a true copy by the Secretary's Records Section and sent to the Federal Register Division with the original docket for filing and publication. The agency copy will be receipted and returned through the Secretary's Records Section to the originating agency for retention.

There is no other change in Departmental copy requirements--two printer's copies will continue to be provided for transmittal to the Federal Register Division, and agencies shall also continue furnishing the copy for the Office of the General Counsel.

We recognize that some agencies may wish to review their internal copy requirements and docket procedures prior to implementing this memorandum. Therefore, the current procedure may continue to be used by such agencies until this can be accomplished. However, if an agency expects any undue

delay, or encounters any problems in this connection, the Chief of the Secretary's Records Section should be contacted as soon as practicable.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

4-24-59

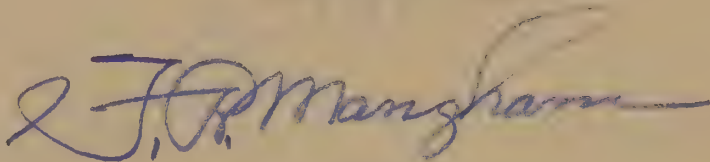
PLANT AND OPERATIONS MEMORANDUM NO. 43, SUPPLEMENT 1

Records Requirement on Dockets Published in the Federal Register

In compliance with the new regulations issued by the Administrative Committee of the Federal Register, the following changes in copy requirements of the Secretary's Records Section on dockets to be published in the Federal Register are hereby established:

1. Dockets for Signature in Office of the Secretary. Transmittal letters will generally no longer be required for signature of the Chief, Secretary's Records Section.
2. Dockets for Signature in Agencies. Again transmittal letters will generally not be required. Also, since ~~the Secretary's Records Section~~ ^{has determined that} the official seal of the Department will no longer be applied on dockets, and agencies will designate their own certifying officers, it normally should only be necessary to provide the Secretary's Records Section with the original and two certified copies of each docket for transmittal to the Office of the Federal Register. The practice of receipting agency copies is discontinued and no copies should be sent to the Secretary's Records Section for this purpose. The net effect of this is that dockets signed in agencies should be sent to the Secretary's Records Section in the form of an original and two white copies, completely processed. The Secretary's Records Section will continue to carry them to the Office of the Federal Register.

These changes are effective immediately. Any questions with respect to this memorandum may be directed to the Chief, Secretary's Records Section. Reference should also be made to OAM Action Memorandum No. 14.



Director

to the Office of the Federal Register

RECORDS

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

April 9, 1959

PLANT AND OPERATIONS MEMORANDUM NO. 44

Promulgation of Short Form Lease as Department Form

In accordance with the approval recently obtained from the Administrator of General Services Administration, the attached Form AD-223 (Lease for Real Property - Short Form), is promulgated for Department-wide use.

This form may be used in lieu of Standard Form No. 2, Revised, for acquisitions by lease where the annual rental rate payable by the Government is \$2,000, or less. In executing the form, the instructions on the reverse of the form as well as those on the attached sheet should be observed.

The General Services Administration has indicated informally that it is interested in determining whether the form is satisfactory for wide-scale use. It would, therefore, be appreciated if agencies would furnish this Office, by December 31, 1959, any comments which they may have.

Form AD-223 is stocked by the Central Supply Section.

Attachments



FORMS

...recently obtained from the Adminis-
tration, the attached Form AD-213
- Short Term, is promulgated for Department-

...is then of Standard Form No. 2, Revised, for
...the annual salary payable by the
...In executing the form, the inspec-
...as well as those on the attached

...whether the form is satisfactory
...therefore, he requested if a decision
...December 31, 1955, any comments which

D-223 (4-59) GSA 3-13-59		LEASE NO.	
LEASE FOR REAL PROPERTY (Short Form)			
The Lessor, whose name and address appear below, hereby agrees to lease to the United States of America, hereinafter called the Government, the following described premises under the terms, conditions, and provisions specified herein or attached hereto, to which the Government, represented by the undersigned Contracting Officer, also agrees.			
1. LOCATION OF LEASED PREMISES			
2. DESCRIPTION OF LEASED PREMISES			
3. GOVERNMENT USE OF PREMISES			
4. INITIAL TERM	BEGINNING AND ENDING DATES		
5. RENEWAL OPTIONS			NOT RENEWABLE BEYOND (Date)
6. TERMINATION	The Government may terminate this lease, in whole or in part, by written notice to the lessor, and no rental shall accrue after the effective date of termination.		NO. OF DAYS' NOTICE REQUIRED
7. RENTAL			PAYABLE AT END OF EACH
8. ITEMS AND SERVICES TO BE PROVIDED BY LESSOR	a. Heat	e. Window washing	FREQUENCY
	b. Electricity	f. Shades or blinds	TYPE
	c. Chilled drinking water	g. Toilet facilities	
	d. Elevator service	h. Soap and towels	
	m. Other items and services to be provided (not checked above)		
9. OTHER PROVISIONS MUTUALLY AGREED UPON	i. Janitor service		FREQUENCY
	j. Air conditioning		
	k. Floor covering		TYPE
	l. Telephone		
10. LESSOR	NAME AND ADDRESS		BY (Signature)
	TITLE		DATE
11. LESSEE (For the United States of America)	NAME AND ADDRESS OF GOVERNMENT ACTIVITY		BY (Signature)
	TITLE		DATE

GENERAL PROVISIONS

1. MAINTENANCE OF PREMISES

The Lessor shall, unless herein specified to the contrary, maintain the premises and property furnished under this lease in good repair and tenantable condition during the continuance of this lease, except in case of damage arising from the act or the negligence of the Government's agents or employees. For the purpose of so maintaining said premises and property, the Lessor may, at reasonable times approved by the Government, enter and inspect the same and make any necessary repairs thereto.

2. DAMAGE BY FIRE

If the said premises be destroyed by fire or other casualty this lease shall immediately terminate. In case of partial destruction or damage, so as to render the premises untenable, as determined by the Government, the Government may terminate the lease by giving written notice to the Lessor within fifteen days thereafter; if so terminated, no rent shall accrue to the Lessor after such partial destruction or damage; and if not so terminated, the rent shall be reduced proportionately by supplemental agreement hereto effective from the date of such partial destruction or damage.

3. COVENANT AGAINST CONTINGENT FEES

The Lessor warrants that no person or selling agency has been employed or retained to solicit or secure this lease upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Lessor for the purpose of securing business. For breach or violation of this warranty, the Government shall have the right to annul this lease without liability or, in its discretion, to deduct from the rental or consideration the full amount of such commission, percentage, brokerage, or contingent fee. (Licensed real-estate agents or brokers having listings on property for rent, in accordance with general business practice, and who have not obtained such licenses for the sole purpose of effecting this lease, may be considered as bona fide employees or agencies within the exception contained in this paragraph 3.)

4. OFFICIALS NOT TO BENEFIT

No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this lease, or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this lease if made with a corporation for its general benefit.

5. NONDISCRIMINATION IN EMPLOYMENT

a. In connection with the performance of work under this lease, the Lessor agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin. The aforesaid provision shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Lessor agrees to post hereafter in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

b. The Lessor further agrees to insert the foregoing provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

6. EXAMINATION OF RECORDS

(If this lease is negotiated under Title III of the Federal Property and Administrative Services Act of 1949, as amended, the following clauses shall apply).

a. The Lessor agrees, that the Comptroller General of the United States or any of his duly authorized representatives shall, until the expiration of three years after final payment under this lease, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Lessor involving transactions related to this lease.

b. The Lessor further agrees to include the following provision, with appropriate insertions, in all his subcontracts hereunder: "(Name of Subcontractor) agrees, that the Comptroller General of the United States or any of his duly authorized representatives shall, until the expiration of three years after final payment under lease (lease symbol number) between the United States of America and (name of Lessor) have access to and the right to examine any directly pertinent books, documents, papers, and records of (name of Subcontractor) involving transactions related to this lease."

7. APPLICABLE CODES AND ORDINANCES

The Lessor, as a part of the rental consideration, agrees to comply with all codes and ordinances applicable to the ownership and operation of the building in which the leased space is situated and, at his own expense, to obtain all necessary permits and related items.

8. LESSOR'S SUCCESSORS

The terms and provisions of this lease and these General Provisions shall bind the Lessor, and the Lessor's heirs, executors, administrators, successors, and assigns.

INSTRUCTIONS

1. The full name and business address of the Lessor must be inserted in the space provided on the face of this form. The Lessor shall sign in the space provided, with his usual signature and type or print name under signature.
2. An officer of a corporation, a member of a partnership, or

or an agent signing for the Lessor shall place his signature and title after the word "By" under the name of the Lessor. A lease executed by an attorney or agent on behalf of the Lessor shall be accompanied by two authenticated copies of his power of attorney or other evidence of authority to act on behalf of the Lessor.

INSTRUCTIONS FOR USE OF AD-223

Lease for Real Property
(Short Form)

In addition to the instructions on the reverse of the form, the following should be observed:

Item 2: The description inserted should be sufficiently complete to adequately identify the premises leased by the Government.

Item 3: The use by the Government should be specified in general terms in order that program changes will not make it necessary to cancel the existing lease and execute a new lease.

Item 4: The U. S. Department of Agriculture has authority to acquire space only for the period of an available appropriation. Therefore, normally the ending date should be on or before June 30 of the current fiscal year. Under no circumstance should an indefinite term be indicated.

Item 5: In the event the Lessor grants a renewal option to the Government it is suggested that the following words be inserted in the item:

"By the Government from year to year at a rental of \$ _____ per
_____ upon _____ days notice."

Item 6: Attention is called to 4 AR 44h which points out that termination clauses tend to increase price and should be included only if it is anticipated that the Government will not require the space the entire term for which the lease is executed. This item should be deleted if no termination rights are desired. If the lessor also desires a termination right that should be inserted in Item 9.

Item 8: Items to be furnished should be indicated with an "X", and if they are not to be furnished the item should be left blank. In this connection, care should be exercised in the preparation of copies to make certain that the original and all carbons agree.

The degree to which services or facilities are to be furnished may be included by attachment of specifications.

Item 9: There may be inserted at this space additional items which are agreed upon. The attachment of additional sheets or forms or the deletion of printed provisions shall be noted in this item.

General Conditions

1. This form may not be used where the annual rental rate payable by the Government is in excess of \$2,000.
2. In the event that the Government contemplates making improvements to the leased premises, including the placing of Government-owned buildings on leased land, Standard Form No. 2 should be used, or in lieu thereof, paragraph 8 of Standard Form No. 2 should be attached to Form AD-223.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

April 22, 1959

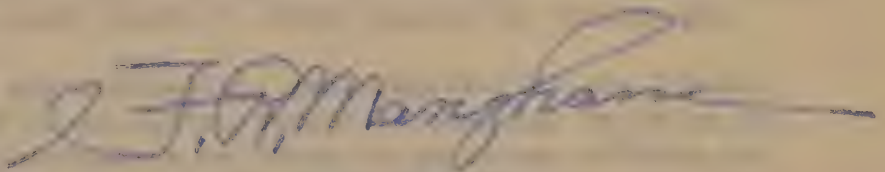
PLANT AND OPERATIONS MEMORANDUM NO. 45

Liquidated Damages Provisions in Contracts

Effective immediately, the mandatory requirement, as expressed in 5 AR 377, that all construction contracts shall contain a provision for liquidated damages, is hereby rescinded.

Liquidated damages provisions should be used in contracts only in accordance with Federal Procurement Regulations, Par. 1-1.315.

The Administrative Regulations will be amended accordingly.



Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

May 4, 1959

PLANT AND OPERATIONS MEMORANDUM NO. 46

Promulgation of Form AD-222, Space Evaluation Check Sheet

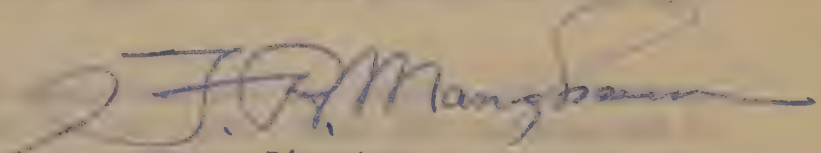
In compliance with the general interest shown at recent Area Equipment Committee Meetings and the Real Estate Management Forum, a "Space Evaluation Check Sheet" is ~~being~~ promulgated as Form AD-222. The use of the form was originally demonstrated at the above meetings using a specimen thereof. Form AD-222 has been modified somewhat from the specimen to conform to suggestions from agency personnel. We propose to invite suggestions and comments after the form has been in use for one year at which time the form will be revised as needed. The use of the "Space Evaluation Check Sheet" is not mandatory.

Attempt has been made to include in the check list only the most significant factors on which space is usually evaluated in order to keep the check list on one side of the sheet. The back of the form is to be used for amplifying statements. It may also be used to meet singular agency requirements such as endorsements, organizational approvals, etc. If any additions to the format are required on the back of the form to meet these latter uses, they should be done locally by mimeograph.

The ultimate purpose of any evaluation, and specifically the "Space Evaluation Check Sheet," is to obtain better information on which to make decisions, better information on which to guide our efforts to improve, etc. If the "Space Evaluation Check Sheet" is to serve as a means of better space management, we should go beyond merely identifying deficiencies. We must take the necessary action to correct them.

Prompt distribution of this form to the field will still allow time for its use in connection with renewal of leases.

Form AD-222 is stocked by the Central Supply Section.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

June 17, 1959

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 47

Reimbursable Work by General Services Administration

On March 4, 1959, the Comptroller General issued Decision B-138,598 to Senator McClellan, Chairman, Committee on Government Operations, regarding reimbursement for certain building alterations.

This decision stated that funds of agencies were not generally available for alterations necessary to make public buildings controlled by General Services Administration suitable for normal office use and that funds of agencies might be used to reimburse for alterations necessary for specialized requirements. The Comptroller General further ruled that in accordance with 41 U.S.C. 12, specific appropriation authority is required before an agency may make expenditures to alter public buildings for normal uses.

This decision was interpreted by the General Services Administration as severely restricting its authority to require agencies to pay for certain building changes which it had previously classified as tenant changes. The General Services Administration, therefore, requested the Comptroller General to clarify his decision.

On May 13, the Comptroller General replied reiterating his original position of March 4. However, he stated that in view of fiscal implications, the General Services Administration could continue to require reimbursement for certain tenant changes until June 30, 1960. During the interim period budgetary adjustments or clarifying authority is to be obtained by the General Services Administration.

The letter of May 13, permitting General Services Administration to continue to obtain reimbursement for tenant changes is primarily for application to the District of Columbia, in so far as the Department is concerned. However, for the guidance of Department agencies there is set forth in the attached summary, specific examples of permissible and prohibited reimbursements.

In some cases the General Services Administration may require clarification that Department funds are available for the work. When this is required it should be given. If there is doubt as to whether the work is properly reimbursable, questions should be referred to the Real Estate Division of this Office for further discussion, where necessary, with the appropriate staff office.



Director

Attachment

EQUIP. & SUPPLIES

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

REPORT OF THE COMMISSIONER OF LAND MANAGEMENT

ANNUAL REPORT FOR THE YEAR 1960

ADMINISTRATIVE AND FINANCIAL INFORMATION

The Department of the Interior, Bureau of Land Management, is pleased to present this report on the activities of the Bureau during the year 1960. The report is divided into two main sections: Administrative and Financial Information, and Land Management Activities. The Administrative and Financial Information section is divided into three sub-sections: General Administration, Personnel, and Finance. The Land Management Activities section is divided into four sub-sections: Land Acquisition, Land Disposition, Land Use, and Land Conservation.

The Bureau of Land Management is responsible for the management of the public lands of the United States. The Bureau's primary responsibility is to protect and manage the public lands for the benefit of the present and future generations. The Bureau's activities are divided into four main areas: Land Acquisition, Land Disposition, Land Use, and Land Conservation. The Bureau's activities are carried out through a network of field offices and regional offices. The Bureau's activities are also carried out through a variety of programs and projects. The Bureau's activities are also carried out through a variety of programs and projects.

The Bureau of Land Management is a part of the Department of the Interior. The Bureau's activities are carried out through a network of field offices and regional offices. The Bureau's activities are also carried out through a variety of programs and projects. The Bureau's activities are also carried out through a variety of programs and projects.

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Director

2 - Reimbursable Work by General Services Administration

DEPARTMENT FUNDS AVAILABLE

- A. Special Equipment: Any work directly required in the installation and operation of Special Equipment.

Examples:

1. Plumbing, electrical, carpentry, floor covering, etc., necessary in the installation of laboratory equipment.
2. Special wiring and acoustical treatment for business machine installation.
3. Air conditioning necessary for scientific work.
4. Cut holes, etc., for telephone and similar installations.

- B. Tenant Changes: Made at the request of the agency in the District of Columbia or in leased buildings in the field.

Examples: Partition changes, electrical outlets, moving labor.

- C. Non-Building Activities: Items not included under the decision but performed by General Services Administration as an accommodation.

Examples: Crating, picture framing, non-building equipment repair, and refurbishing, fabrication of equipment, etc.

- D. Reimbursable Leased Buildings: Whenever Department Agency reimburses General Services Administration for rent and services, all expenses have to be borne by the Agency.

DEPARTMENT FUNDS NOT AVAILABLE

- A. Air Conditioning and Fans: Not available in the District of Columbia and in Federal or non-reimbursable leased buildings in the field for normal office use.

- B. Repairs and Maintenance: Not available for items necessary for normal building maintenance.

Examples: Painting, including redecoration out of schedule; floor coverings, plastering, heating changes, guard service, etc.

remained in the installation

2. Special visiting and technical assistance for business and the installation.

3. In the request of a agency in the installation in local facilities in the field.

4. Plans for the installation of the installation in the installation as an economic study.

5. Installation of equipment, etc.

6. Installation of equipment, etc.

7. The installation of equipment, etc. and in the installation of equipment, etc. and in the installation of equipment, etc.

8. The installation of equipment, etc. and in the installation of equipment, etc. and in the installation of equipment, etc.

3 - Reimbursable Work by General Services Administration

DEPARTMENT FUNDS NOT AVAILABLE (Continued)

- C. Improvements: Not available for enviromental changes for normal office use even if present facilities are inadequate.

Examples: Improved lighting, acoustical treatment for normal office use, floor covering, etc.

- D. GSA Ordered Moves: If the work results from the request of General Services Administration, funds are not available to pay moving or building alterations.

- E. Tenant Changes: Not available in Federal Buildings outside the District of Columbia, except those necessary for installation of special equipment.

1. The first of these is the fact that the

the second of these is the fact that the

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

August 31, 1959.

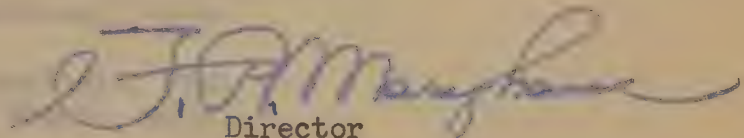
PLANT AND OPERATIONS MEMORANDUM NO. 48

Increased Use of Excess Personal Property

Secretary's Memorandum No. 1433, dated August 17, 1959, announced a program to increase the use of excess personal property. One of the avenues of action set forth therein asks that Property Management Officers of agencies which are large users of property visit Defense installations where major quantities of usable excess are being generated in order to become acquainted with the nature of this available excess.

There appears on the reverse hereof a list of military installations which we understand generate most of the usable excess. There are other defense installations which from time to time may generate substantial quantities of excess property. Information thereon and visits to any of these installations should be coordinated through the appropriate Regional GSA office. It is planned that utilization specialists will be assigned to these installations by GSA as the program progresses.

Questions concerning this memorandum should be referred to D. A. Griffiths, extension 4582.


Director

of various kinds of property, and
other persons who are interested in
the same, and of the nature of the
property, and of the nature of the
interests of the parties to the
same.

There are several other persons
who are interested in the same
property, and of the nature of the
interests of the parties to the
same. It is also to be noted
that the property is of the nature
of a leasehold, and is not of the
nature of a fee simple.

This list to be imprinted on the reverse of
this Plant and Operations Memorandum.

ations

2.
Davisville, R. I.
Pa.
Sandy, N. Y.
Pittsburg, Pa.
Pa.
3. Naval Supply Center, Norfolk, Va.
Richmond Quartermaster Depot, Richmond, Va.
- 4 Atlanta General Depot, Atlanta, Ga.
Naval Air Station, Jacksonville, Fla.
Brookley Air Force Base, Mobile, Ala.
Memphis General Depot, Memphis, Tenn.
- 5 Columbus General Depot, Columbus, Ohio
Marion Engineer Depot, Marion, Ind.
Granite City Engineer Depot, Granite City, Ill.
Decatur Signal Depot, Decatur, Ill.
Lexington Signal Corps, Lexington, Ky.
- 6 Fort Riley, Kansas
Sioux Ordnance Depot, Sidney, Nebr.
- 7 Kelly Air Force Base, San Antonio, Texas
Tinker Air Force Base, Oklahoma City, Okla.
Red River Arsenal, Texarkana, Texas
- 8 Naval Supply Depot, Clearfield, Utah
Pueblo Ordnance Depot, Pueblo, Colo.
- 9 Naval Supply Center, Oakland, Calif.
Naval Supply Depot, Pearl Harbor, Hawaii
Sharpe General Depot, Lathrop, Calif.
U. S. Naval Ordnance Supply Depot, Port Hueneme, Calif.
Marine Supply Center, Barstow, Calif.
Sacramento Signal Depot, Sacramento, Calif.
Benecia Arsenal, Benecia, Calif.
- 10 Mt. Rainer Ordnance Depot, Takoma, Wash.
Naval Supply Depot, Seattle, Wash.
Elmendorf Air Force Base, Anchorage, Alaska

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

JUN 23 1960

PLANT AND OPERATIONS MEMORANDUM NO. 48, SUPPLEMENT 1

Increased Use of Excess Personal Property

Attached is a copy of General Services Administration Circular No. 207, dated May 12, 1960, which provides additional information on the expanded property utilization program instituted by GSA in August 1959, and announced by Secretary's Memorandum No. 1433, dated August 17, 1959.

The following information will serve to supplement the "Progress" statements in the circular:

- a. Appointment of Utilization Officers. The "National Utilization Officer" for this Department is T. M. Baldauf, Assistant Director, Plant and Operations. All contacts of a policy nature with the GSA National Office relative to the expanded property utilization program will be handled through this office.

No formal appointments of "Regional Utilization Officers" were made. GSA has been advised that our agency headquarters and field property management officers, have the authorities contemplated by their suggested "Regional Utilization Officers" and that all liaison should continue to be through regular agency channels.

- b. Assignment of Utilization Officers by GSA. This office provided, by memorandum of October 26, 1959, a listing of the 35 major excess property generating points of the military services together with the names and addresses of the GSA Area Utilization Officers assigned thereto. GSA regional offices will notify agency field offices of any changes, additions or deletions to this listing within their region. Agencies should keep their field activities concerned currently advised in this regard.
- c. GSA Sample Rooms. Agencies who have appropriate personnel headquartered at or near established GSA regional "Sample Rooms" should arrange for them to visit the sample rooms whenever feasible to determine available excess that might be advantageously utilized in program operations. Where it is known that other agencies could use such property, information thereon should be given them through the Chairman of the Area Equipment Committee for the

particular area or other appropriate channels.

- d. Catalogs. Each agency should arrange for the review of all regional GSA excess property catalogs at appropriate organizational levels so as to reasonably assure that available excess is utilized in lieu of purchase. Also, listings of "nonreportable" excess, where available, should be obtained from military excess property generating activities and be similarly reviewed.
- e. Fair Value Reimbursement. Important. Effective immediately, Department of Defense excess property, including excess property of the military services carried in industrial and stock funds, and civilian agency excess property, other than working capital fund property, is now transferable to civilian agencies without reimbursement of fair value, regardless of the acquisition cost. Accordingly, GSA regional offices will approve and process all purchase or transfer orders for excess property on a nonreimbursable basis (except for civilian agency working capital fund property) regardless of the acquisition costs involved and without the certifications previously required by GSA Regulations 1-III-303.03a.4 (5 AR 623c(4)).

This action removes one of the principle barriers to effective utilization of excess property. It introduces, however, a need for careful appraisal of requests for excess property in terms of whether its acquisition is in the interests of over-all economy and efficiency. Only those acquisitions should be made that are in the ultimate interests of the taxpayer taking into account transportation costs, sale value, maintenance and operation costs, repairs required, utilization potential, etc.

- f. Standard Transfer Forms. Agencies will be advised when the standard forms mentioned in the attached GSA circular become available.
- g. Excess Property Requests. Requests to GSA regional offices for current and future property needs that might be obtainable from excess sources should be submitted on GSA Form 1539, Request for Excess Personal Property, since the use of these forms will expedite consideration of requests by the GSA regions. This form may also be used to document "Want" or "Needs" listings submitted to GSA Area Utilization Officers or military property generating locations. These requests should be cancelled or renewed as necessary in accordance with the instructions on the form.

As expressed in Secretary's Memorandum No. 1433, it is the Department's policy to utilize excess property to the maximum extent practicable in lieu of new

procurement. Since excess property can now be acquired without reimbursement of fair value and in view of the improvements instituted to facilitate its acquisition, it is of increased importance that Department activities consider excess as their first source of supply.

Any provisions of Chapter 5, Title 5, Administrative Regulations, which may be in conflict herewith are hereby superseded. The Administrative Regulations will be revised upon the issuance of applicable revisions of GSA regulations.

Plant and Operations Memorandum No. 49 is hereby rescinded.


Director

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

MAR 17 1960

PLANT AND OPERATIONS MEMORANDUM NO. 49

Fair Value Reimbursement in Transfer of Excess Personal Property

Attached is a copy of General Services Administration Personal Property Management Regulation No. 34, dated February 26, 1960, above subject.

By this regulation the General Services Administration has, in effect, authorized the free transfer between Federal agencies of excess property with an acquisition cost of less than \$3,000 per line item, subject to the exceptions as stated in paragraph 3.

Department agencies are authorized to effect excess property transfer transactions in accordance with this regulation, effective immediately.

Any provisions of Chapter 5, Title 5 of the Administrative Regulations which may be in conflict with GSA-PPM Regulation No. 34, are hereby superseded. The Administrative Regulations will be appropriately revised upon the issuance by GSA of their revision of GSA Reg. 1-III-303.03.

Questions concerning this memorandum should be referred to the Procurement and Property Management Division, extension 4582.



Director

Attachment

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF PLANT AND OPERATIONS

WASHINGTON

May 9, 1960

PLANT AND OPERATIONS MEMORANDUM NO. 50

Factors for Consideration in Selecting Self-Contained Window Type Air Conditioning Equipment

In response to requests for assistance in determining the capacity and type of window air conditioners required for specific locations we have prepared Form AD-229, "Room Cooling Load Estimate," (copy inserted).

The use of this form requires information on "Design Outside Conditions" in the specific locality involved. A table of these design conditions for all portions of the country is reproduced on the back of this memorandum. Certain other general information and cautions in the selection of this equipment follow.

The design of complete air conditioning with accurate humidity and temperature control and adequate circulation, ventilation and filtration is a complicated problem requiring complete analysis and design by capable professional engineers. Form AD-229, on the other hand, has been devised to enable non-technical employees to select the proper size window air conditioning unit, or units, to provide COMFORT COOLING for an office room of moderate size. This kind of equipment will provide only cooling and dehumidification, and a modest amount of circulation, ventilation and filtration. Such units are intended for use where it is desired to provide the user a measure of summer comfort rather than a guaranteed indoor temperature and relative humidity. For satisfactory results the limitations of this kind of equipment must be recognized. For example, the fans are not powerful enough to provide circulation for large rooms; and the fresh air provided is entirely inadequate for conference rooms, particularly if smoking is permitted.

From the manufacturers' catalogues which list the BTU capacity of each unit, select one or more window units to satisfy the cooling load as calculated on Form AD-229. Do not specify room air conditioners in horsepower or tons of refrigeration. If more than one unit is required, select similar units to simplify service problems. Select units which provide for adequate circulation of air and fresh air ventilation. It is also necessary to keep in mind the kind and size of windows in which the units are to be installed, and the type and voltage of electricity available, and the availability of local service for the unit selected.

1000

Design of Self-Contained Window
and Ventilation

The design of a self-contained window and ventilation system is a complex task. It involves the selection of appropriate materials, the design of the window frame, and the selection of a suitable ventilation system. The design must take into account the local climate, the intended use of the space, and the available budget.

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Units should be located to provide maximum comfort for room occupants and to obtain the most satisfactory outdoor air supply. It is generally desirable to select a position in front of an existing window to prevent the necessity of cutting a hole in the building. If a choice of windows is possible, select the one situated farthest from the room occupants and placed in such a way that the cooling air will be directed the long way of the room. Locating the unit at a distance from the occupants insures a minimum amount of disturbance from noise and drafts. Particular care should be taken to avoid locating the air conditioners where the outside air supply will be contaminated by odors that will be drawn into the room as fresh air, or where lint, excess dust or leaves will clog the air conditioners or filters.

We would point out that when the condenser air inlet (outside air) temperature exceeds 110°F, the compressor motor may trip out on overload. The portable unit is normally designed to function efficiently when the outside temperature is less than 110°F. Accordingly, when outdoor temperatures are higher than this, the unit capacity will be reduced.

Also, note that console model room air conditioners are provided with a short duct connection from the unit to the window in front of which the air conditioner is to be installed. The condenser air fan is designed to overcome the resistance of this duct and the normal effects of wind. If the resistance to air flow is increased appreciably, the air conditioner capacity may be reduced. Therefore, these units should not be used for remote installations with duct work unless substantially reduced capacity can be accepted.

Form AD-229 may be obtained, in the same manner as other forms, directly from the Central Supply Section, Office of Plant and Operations.


Director

Enclosure

ROOM COOLING LOAD ESTIMATE

(See Instructions On Back)

Building _____ Address _____
 Room No. _____ Estimate by _____ Date _____
 Equipment Selected: Manufacturer _____; Model _____; Size _____
 Direction Room Faces _____; Gross Floor Area _____ sq ft; Ceiling Height; _____ ft

Design Conditions:

Dry-Bulb
Temperature (F)

Outside _____

Inside _____

Difference (Use this value to determine applicable factors.) _____

ITEM	AREA (sq ft)	FACTOR (Circle the factors applicable.)					BTU/HR (Area x Factor)																																
1. (a) WINDOWS, Gain from Sun (Figure all windows for each exposure, but use only the exposure with the largest load.)		For glass block, reduce factors by 50%; for storm windows or double-glass, reduce factors by 15%. <table border="1"> <thead> <tr> <th>No Shading</th><th>Inside Shades</th><th>Outside Awnings</th><th>Load for Each Exposure (Area x Factor)</th></tr> </thead> <tbody> <tr><td>60</td><td>25</td><td>20</td><td>_____</td></tr> <tr><td>100</td><td>40</td><td>25</td><td>_____</td></tr> <tr><td>75</td><td>30</td><td>20</td><td>_____</td></tr> <tr><td>75</td><td>35</td><td>20</td><td>_____</td></tr> <tr><td>110</td><td>45</td><td>30</td><td>_____</td></tr> <tr><td>150</td><td>65</td><td>45</td><td>_____</td></tr> <tr><td>120</td><td>50</td><td>35</td><td>_____</td></tr> </tbody> </table> Use only the largest load.					No Shading	Inside Shades	Outside Awnings	Load for Each Exposure (Area x Factor)	60	25	20	_____	100	40	25	_____	75	30	20	_____	75	35	20	_____	110	45	30	_____	150	65	45	_____	120	50	35	_____	
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60	25	20	_____																																				
100	40	25	_____																																				
75	30	20	_____																																				
75	35	20	_____																																				
110	45	30	_____																																				
150	65	45	_____																																				
120	50	35	_____																																				
		DESIGN DRY-BULB TEMPERATURE DIFFERENCE (as computed at top of form) <table border="1"> <thead> <tr> <th>10F</th><th>15F</th><th>20F</th><th>25F</th><th>30F</th></tr> </thead> <tbody> <tr><td>12</td><td>17</td><td>23</td><td>28</td><td>34</td></tr> <tr><td>7</td><td>9</td><td>12</td><td>15</td><td>16</td></tr> </tbody> </table>					10F	15F	20F	25F	30F	12	17	23	28	34	7	9	12	15	16																		
10F	15F	20F	25F	30F																																			
12	17	23	28	34																																			
7	9	12	15	16																																			
(b) WINDOWS, Heat Gain (Total of all windows) Single-glass Double-glass or glass block																																							
2. WALLS MASONRY, No Insulation		3	5	6	7	8																																	
FRAME, BRICK VENEER, STUCCO		4	5	6	8	9																																	
ETC. No Insulation		2	3	4	4	5																																	
ALL TYPES, 1 inch or more of Insulation																																							
3. PARTITIONS (Between conditioned and unconditioned space)		4	5	7	8	9																																	
4. CEILINGS UNDER UNCONDITIONED ROOM UNDER VENTILATED ATTIC		3	5	6	7	8																																	
No Insulation		9	11	13	15	17																																	
Insulation, 1 inch or more		4	4	5	6	7																																	
UNDER UNVENTILATED ATTIC																																							
No Insulation		12	13	15	16	17																																	
Insulated, 1 inch or more		5	5	6	6	7																																	
UNDER FLAT ROOF																																							
No Insulation		14	16	18	19	20																																	
Insulation, 1 inch or more		6	6	7	8	9																																	
5. FLOORS Over unconditioned room or open crawl space (Omit if over basement, enclosed crawl space, or slab.)		3	5	6	7	8																																	
6. OUTSIDE AIR Total sq ft of floor area		2	2	3	4	4																																	
7. ELECTRICAL LOAD		_____ Watts x 3.4																																					
8. PEOPLE (Use minimum of 5 people)		_____ (number of people) x 200																																					
9. SUB-TOTAL																																							
10. LATENT HEAT ALLOWANCE		30 per cent of Item 9																																					
11. TOTAL		Sum of Items 9 and 10																																					

INSTRUCTIONS FOR USE

Cooling Load Calculations

Instructions for the Use of the Room Cooling Load Estimate

Item 1. To estimate the heat gain through windows in Btu per hour:

- a. Multiply the square feet of window area for each exposure by the factor given for the applicable type of shading. The window area is the area of the wall opening in which the window is installed. (Note that the factors should be reduced by 50% for glass block and by 15% for double-glass or storm windows.) Use only the exposure with the largest load.
- b. Multiply the total square feet of window area on all sides of the residence by the factor given for the applicable type of glass and design dry-bulb temperature difference. Include both shaded and unshaded areas here.

Item 2. To obtain the estimated heat gain through walls in Btu per hour, multiply the square feet of net wall area (total wall area minus total window area) by the factor given for the type of construction most nearly describing the walls of the building and the applicable design dry-bulb temperature difference.

Item 3. If there are partitions between the space to be conditioned and an unconditioned space (garages, extra rooms, etc.), multiply the square feet of partition area by the factor given for the applicable design dry-bulb temperature difference to obtain the estimated heat gain through the partitions in Btu per hour.

Item 4. If there are ceilings between the space to be conditioned and an unconditioned space, multiply the square feet of this ceiling area by the factor given for the applicable design dry-bulb temperature difference to obtain the estimated heat gain through this ceiling in Btu per hour.

Item 5. To obtain the estimated heat gain through floors in Btu per hour, multiply

the square feet of floor area by the factor given for the floor and design dry-bulb temperature difference.

Item 6. To obtain the estimated sensible heat load from incoming outside air in Btu per hour, multiply the square feet of floor area of the space to be conditioned by the factor given for the applicable design dry-bulb temperature difference.

Item 7. To obtain the estimated sensible heat load for the electrical and lighting equipment load, multiply the total connected load in watts by 3.4.

For each 4 foot 40 Watt fluorescent tube, add 10 Watts giving a total of 50 Watts per tube. This is to take care of the load produced by the ballasts. To determine the Watts consumed by motors and other electrical appliances multiply the Volts by the Amperes. This information is usually found on the nameplate of the appliance.

Item 8. To estimate the sensible heat load from people in Btu per hour, multiply the average number of people occupying the office by the factor given.

Item 9. Total the loads estimated for the above eight Items to obtain the estimated sensible cooling load in Btu per hour.

Item 10. Multiply the estimated sensible cooling load by 30 per cent (0.3) to obtain the allowance for latent heat load in Btu per hour.

Item 11. Add the estimated sensible cooling load and the allowance for latent heat load to obtain the total estimated design cooling load in Btu per hour.

Where conditions or construction features differ appreciably from those described in the Cooling Load Estimate or where a more detailed analysis of the cooling load is desired, it is recommended that the tables and methods given in The American Society of Heating and Air-Conditioning Engineers Heating, Ventilating, Air Conditioning Guide be used.

TABLE DESIGN OUTSIDE CONDITIONS

State	City	Winter (Heating)	Summer (Cooling)		State	City	Winter (Heating)	Summer (Cooling)	
		Dry Bulb, F	Dry Bulb, F	Wet Bulb, F			Dry Bulb, F	Dry Bulb, F	Wet Bulb, F
Alabama	Anniston	10	95	78	Iowa	Davenport	-15	95	78
	Birmingham	10	95	78		Des Moines	-15	95	78
	Mobile	15	95	80		Dubuque	-20	95	78
	Montgomery	10	95	78		Keokuk	-10	95	78
Arizona	Flagstaff	-10	90	65		Sioux City	-20	95	78
	Phoenix	25	105	76	Kansas	Concordia	-10	95	78
	Tucson	25	105	72		Dodge City	-10	95	78
	Winslow	-10	100	70		Topeka	-10	100	78
	Yuma	30	110	78		Wichita	-10	100	75
Arkansas	Fort Smith	5	95	76	Kentucky	Louisville	0	95	78
	Little Rock	5	95	78	Louisiana	New Orleans	20	95	80
California	Bakersfield	25	105	70		Shreveport	20	100	78
	El Centro	25	110	78	Maine	Augusta	-15	90	73
	Eureka	30	90	65		Bangor	-20	90	73
	Fresno	25	105	74		Eastport	-10	90	70
	Long Beach	35	90	70		Portland	-5	90	73
	Los Angeles	35	90	70	Maryland	Baltimore	0	95	78
	Needles	25	115	80		Cumberland	0	95	75
	Oakland	30	85	65	Massachusetts	Boston	0	92	75
	Pasadena	30	95	70		Fitchburg	-10	93	75
	Sacramento	30	100	72		Nantucket	0	95	75
	San Bernardino	30	105	72		Springfield	-10	93	75
	San Diego	35	85	68		Worcester	-5	93	75
	San Francisco	35	85	65	Michigan	Alpena	-10	95	75
	San Jose	25	91	70		Detroit	-10	95	75
Colorado	Denver	-10	95	64		Escanaba	-15	95	75
	Durango	-15	95	65		Flint	-10	95	75
	Grand Junction	-15	95	65		Grand Rapids	-10	95	75
	Pueblo	-20	95	65		Lansing	-10	95	75
Connecticut	Bridgeport	0	95	75		Marquette	-10	93	73
	Hartford	0	93	75		Saginaw	-10	95	75
	New Haven	0	95	75		Sault St. Marie	-20	93	73
Delaware	Wilmington	0	95	78	Minnesota	Duluth	-25	93	73
District of Columbia	Washington	0	95	78		Minneapolis	-20	95	75
						St. Paul	-20	95	75
Florida	Apalachicola	25	95	80	Mississippi	Meridian	10	95	79
	Jacksonville	25	95	78		Vicksburg	10	95	78
	Key West	45	93	78	Missouri	Columbia	-10	100	78
	Miami	35	91	79		Kansas City	-10	100	76
	Pensacola	20	95	78		St. Louis	0	95	78
	Tampa	30	95	78	Montana	Billings	-25	90	66
Georgia	Atlanta	10	95	76		Butte	-20	95	67
	Augusta	10	98	76		Havre	-30	95	70
	Brunswick	20	95	78		Helena	-20	95	67
	Columbus	10	98	76		Kalispell	-20	95	65
	Macon	15	95	78		Missoula	-15	95	66
	Savannah	20	95	78	Nebraska	Lincoln	-10	95	78
Idaho	Boise	-10	95	65		North Platte	-20	95	78
	Lewiston	-5	95	65		Omaha	-10	95	78
	Pocatello	-5	95	65		Valentine	-25	95	78
Illinois	Cairo	0	98	78	Nevada	Reno	-5	95	65
	Chicago	-10	95	75		Winnemucca	-15	95	65
	Moline	-10	96	76	New Hampshire	Concord	-15	90	73
	Peoria	-10	96	76		Manchester	-10	90	73
	Springfield	-10	98	77		Portsmouth	0	90	73
Indiana	Evansville	0	95	78					
	Fort Wayne	-10	95	75					
	Indianapolis	-10	95	76					
	Terre Haute	0	95	78					

TABLE (Continued)

TABLE (Continued)									
State	City	Winter (Heating) Dry Bulb, F	Summer (Cooling) Dry Bulb, F	Wet Bulb, F	State	City	Winter (Heating) Dry Bulb, F	Summer (Cooling) Dry Bulb, F	Wet Bulb, F
New Jersey	Atlantic City	5	95	78	South Carolina	Charleston	15	95	78
	Jersey City	0	95	75		Columbia	10	95	75
	Newark	0	95	75		Greenville	10	95	75
	Trenton	0	95	78					
New Mexico	Albuquerque	0	95	70	South Dakota	Huron	—20	95	75
	Roswell	—10	95	70		Rapid City	—20	95	70
	Santa Fe	— 5	95	65		Sioux Falls	—20	95	75
New York	Albany	—10	93	75	Tennessee	Chattanooga	10	95	76
	Binghamton	—10	95	75		Knoxville	0	95	75
	Buffalo	— 5	93	75		Memphis	0	95	78
	Canton	—25	90	73		Nashville	0	95	78
	New York	0	95	75	Texas	Abilene	15	100	74
	Oswego	—10	93	73		Amarillo	—10	100	72
	Rochester	— 5	95	75		Austin	20	100	78
	Syracuse	—10	93	75		Brownsville	30	100	80
North Carolina	Asheville	0	93	75		Corpus Christi	20	95	80
	Charlotte	10	95	78		Dallas	10	100	78
	Greensboro	10	95	78		Del Rio	15	100	78
	Raleigh	10	95	78		El Paso	10	100	69
	Wilmington	15	95	78		Fort Worth	10	100	78
North Dakota	Bismarck	—30	95	73		Galveston	20	95	80
	Devils Lake	—30	95	70		Houston	20	95	80
	Fargo	—25	95	75		Palestine	15	100	78
	Williston	—35	95	73		Port Arthur	20	95	79
Ohio	Akron	— 5	95	75		San Antonio	20	100	78
	Cincinnati	0	95	78	Utah	Modena	—15	95	65
	Cleveland	0	95	75		Salt Lake City	—10	95	65
	Columbus	—10	95	76	Vermont	Burlington	—10	90	73
	Dayton	0	95	76		Rutland	—15	90	73
	Sandusky	0	95	75	Virginia	Cape Henry	10	95	78
	Toledo	—10	95	75		Lynchburg	5	95	75
	Youngstown	— 5	95	75		Norfolk	15	95	78
Oklahoma	Oklahoma City	0	101	77		Richmond	15	95	78
	Tulsa	0	101	77		Roanoke	0	95	76
Oregon	Baker	— 5	90	66	Washington	North Head	20	85	65
	Eugene	15	90	68		Seattle	15	85	65
	Medford	5	95	70		Spokane	—15	93	65
	Portland	10	90	68		Tacoma	15	85	64
	Roseburg	10	90	66		Walla Walla	— 5	95	65
Pennsylvania	Altoona	— 5	95	75		Wenatchee	—10	90	65
	Erie	— 5	93	75		Yakima	— 5	95	65
	Harrisburg	0	95	75	West Virginia	Bluefield	—10	95	75
	Oil City	—15	95	75		Charleston	0	95	75
	Philadelphia	0	95	78		Huntington	— 5	95	76
	Pittsburgh	0	95	75		Parkersburg	—10	95	75
	Reading	0	95	75		Wheeling	— 5	95	75
	Scranton	— 5	95	75	Wisconsin	Green Bay	—15	95	75
Rhode Island	Block Island	0	95	75		La Crosse	—25	95	75
	Pawtucket	0	93	75		Madison	—15	95	75
	Providence	0	93	75		Milwaukee	—15	95	75
Wyoming	Cheyenne	—15	95	65					
	Lander	—18	95	65					

NOTE: The design outside wet-bulb temperatures shown for summer cooling are those which are expected to occur simultaneously with the design outside dry-bulb temperatures. For calculating the winter humidification load, use 80 per cent for design outside relative humidity.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

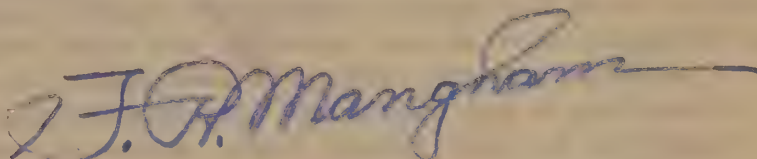
OFFICE OF PLANT AND OPERATIONS

MAY 9 - 1960

PLANT AND OPERATIONS MEMORANDUM NO. 51

Reporting and Acquisition of Certain Types of Excess Property

Real Property Management Regulation No. 5, issued by the General Services Administration on April 22, 1960, (see reverse), provides that effective on the date of the memorandum, Butler-type storage warehouses, house trailers (without under-carriages), and quonset huts, when determined to be no longer needed, are to be reported as excess for off-site use as personal property rather than real property. Of course, such buildings, when reported with land, will be processed under excess real property procedures.



Director of Plant and Operations

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT

1. The first part of the report
describes the experimental
method used for the determination
of the rate of reaction of
the various substances with
the various reagents.

GENERAL SERVICES ADMINISTRATION
WASHINGTON 25, D. C.

April 22, 1960

REAL PROPERTY MANAGEMENT REGULATION NO. 5

TO: Heads of All Federal Agencies

SUBJECT: Reporting Excess Fixtures, Structures and Other
Improvements for Off-Site Use

1. Purpose. This regulation prescribes a change in the requirement of existing regulations relating to the reporting, for off-site use, of excess fixtures, structures, and other improvements in the custody of the holding agency which are located on nonexcess land.
2. Properties Subject to the Provisions of this Regulation. This regulation applies to:
 - a. Butler-type storage warehouses;
 - b. House trailers (without under-carriages); and
 - c. Quonset huts.
3. Change in Reporting Requirements. Holding agencies shall discontinue reporting excess Butler-type storage warehouses, house trailers (without under-carriages), and quonset huts for off-site use as real property on Standard Form 118 (Report of Excess Real Property) and accompanying Standard Form 118a (Buildings, Structures, Utilities and Miscellaneous Facilities, Schedule A), and hereafter shall report them as personal property in accordance with the provisions of Title 1, Personal Property Management, Regulations of General Services Administration.
4. Regulations Affected.
 - a. This regulation affects:
 - (1) GSA Reg. 2-I-102.01a.14(b); and
 - (2) GSA Reg. 2-IV-201.00.
 - b. Appropriate revisions will be made in these regulations in the near future.
5. Effective Date. This regulation is effective immediately.

Franklin Floete

FRANKLIN FLOETE
Administrator

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

May 19, 1960

PLANT AND OPERATIONS MEMORANDUM NO. 52

Telephone Service - General Services Administration, Region 3

Regional General Services Administration Circular No. 85, dated April 22, 1960, which is reproduced on the reverse side hereof, concerns the conversion to a Direct-In-Dialing system of telephoning for those agencies formerly identified with the exchanges RE 7-7500, EX 3-6300, ST 3-7373, ST 3-7600 and inter-departmental dial code 181. Some of the agencies included in this conversion are the Department of Health, Education and Welfare, General Services Administration Region 3, and the Social Security Administration.

The information contained in the subject circular should be brought to the attention of your agency's employees.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 53

Change in Long-Distance Telephone Procedure

General. Arrangements have been completed with the General Services Administration for the Department to use their Government Toll Exchange Service. In brief, this service is a network of leased telephone lines to a number of major cities over which long-distance calls may be placed at rates substantially less than regular commercial rates.

Arrangements have also been completed with the Chesapeake and Potomac Telephone Company for placing long-distance calls direct with their operators, completely by-passing the Agriculture operator.

It is requested that the following information concerning these new services be made available to Agency employees having a need therefor before the indicated effective date. Your cooperation in effecting the changes discussed herein will result in greater efficiency and economy for the long-distance service of the Department.

Effective June 13, 1960, long-distance service from Washington, D. C. will be placed in accordance with the procedures set forth below.

GSA Government Toll Exchange Service

Cities Served and Applicable Charges

1. Long-distance telephone service will be furnished to the following cities at the per-minute rate indicated opposite each city:

<u>City</u>	<u>Rate</u>
Atlanta, Georgia	\$.25
Baltimore, Maryland	.05
Boston, Massachusetts	.25
Cincinnati, Ohio	.30
Cleveland, Ohio	.25
Denver, Colorado	.50
Kansas City, Kansas	.38
New York, New York	.12
Philadelphia, Pennsylvania	.10
Richmond, Virginia	.15
San Francisco, California	.65

100-100000

MEMORANDUM FOR THE ATTORNEY GENERAL

Reference is made to the report of the Special Agent in Charge, New York, dated 10/10/50, and the report of the Special Agent in Charge, New York, dated 10/10/50, and the report of the Special Agent in Charge, New York, dated 10/10/50.

The information received from the New York Office is being furnished to the New York Office for their information.

Very respectfully,
Sincerely,
Very truly yours,
Very truly yours,
Very truly yours,

W. J. P.

W. J. P.

W. J. P.

2. To identify the calls of each Agency, the following charge codes have been established for use in placing calls over this system:

<u>Code</u>	<u>Agency</u>
CSS	Agricultural Conservation Program Service
AMS	Agricultural Marketing Service
ARS	Agricultural Research Service
CEA	Commodity Exchange Authority
CSS	Commodity Stabilization Service
FCA	Farm Credit Administration
FCS	Farmer Cooperative Service
FHA	Farmers Home Administration
FCIC	Federal Crop Insurance Corporation
FES	Federal Extension Service
FAS	Foreign Agricultural Service
FS	Forest Service
Inf	Office of Information
Lib	Library
OGC	Office of the General Counsel
REA	Rural Electrification Administration
SCS	Soil Conservation Service
Sec	Office of the Secretary
Sec	Office of Administrative Management
Sec	Office of Budget and Finance
Sec	Office of Hearing Examiners
Sec	Office of Personnel
Sec	Office of Plant and Operations

3. Placing Calls. To place a call over this system the calling party will:

- a. Dial Code "10" to reach the GSA toll operator.
- b. Furnish City and State called.
- c. Furnish telephone number of person called, if known.
- d. Furnish name of person called.
- e. Furnish the Agriculture Inter-departmental Dial Code "111" and the applicable Agency charge code.
- f. Furnish caller's name and extension number.

(Furnishing the City and State called first may conserve time of the caller and the operator in those instances when unusual delays exist on circuits. When these conditions prevail the operator can immediately advise the caller and he can elect to proceed with the call or place it commercially.)

4. Speed of Service. The holding time for completion of calls will vary from 0 to 19 minutes, depending upon the location called and the time of day. If after a reasonable period of time the call has not been completed due to busy circuits, the operator will advise the caller of this condition. The calling party may at this time elect to wait for the circuit or cancel the call and place it through commercial facilities.
5. Billing. The General Services Administration will submit to the Department monthly a separate invoice for each Agency supported with a ticket record of each call. The invoices will be forwarded to the Agency by the Service Operations Division for payment direct to GSA. The billing period for this service ends on the 7th of each month.

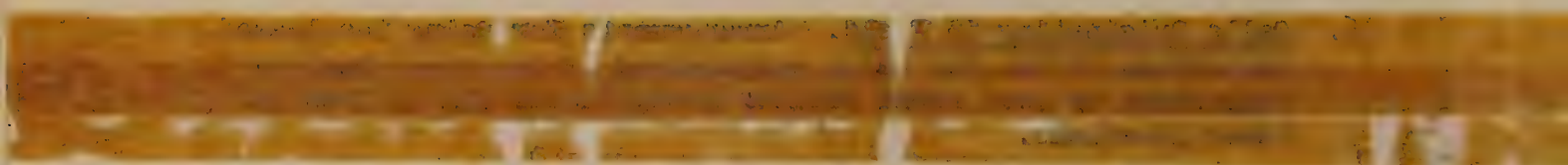
6. Calls Originating in Field. Arrangements for using the Personal Facilities of GSA for calls originating in the field will be made by the Department for each Agency for each of these locations.

Chicago, Illinois Long-Distance Calls. The Department will retain its leased telephone line to Chicago. No change will be made in the manner of placing calls to Chicago. The caller will continue to dial "0" and place his call with the Agriculture operator in the usual manner.

Commercial Toll Service. This service will be used only for long-distance calls to cities not reached by the GSA system. The changes in this service are restricted to the method of placing calls and payment of invoices.

1. Placing Calls. To place a call over commercial facilities, the calling party will:
 - a. Dial Code "80" to reach the Telephone Company operator.
 - b. Furnish City and State called.
 - c. Furnish telephone number of person called, if known.
 - d. Furnish name of person called.
 - e. Furnish caller's name.
 - f. Furnish caller's DUDley 8 extension number.

DO NOT FURNISH AGENCY CHARGE CODE



2. Billing. The Chesapeake and Potomac Telephone Company will submit to the Department monthly a separate invoice for each Agency. The requirement that long-distance telephone bills for Washington, D. C. be paid on a consolidated basis is eliminated. This change is effective beginning with the bill for the period May 13 through June 12, 1960. The Service Operations Division will send each Agency accounting office its segment of the bill. Each Agency shall examine and promptly pay its segment of the bill through regular disbursing channels (see 4 AR 505).

Plant and Operations Memorandum is hereby superseded.

Any questions concerning this memorandum may be directed to Mr. F. A. Boyland, Chief, Service Operations Division, extension 6867.

F. A. Mangham
Director

2. Billing. The Chesapeake and Potomac Telephone Company will submit to the Department monthly a separate invoice for each Agency. The requirement that long-distance telephone bills for Washington, D. C. be paid on a consolidated basis is eliminated. This change is effective beginning with the bill for the period May 13 through June 12, 1960. The Service Operations Division will send each Agency accounting office its segment of the bill. Each Agency shall examine and promptly pay its segment of the bill through regular disbursing channels (see 4 AR 505).

Plant and Operations Memorandum No. 31 is hereby superseded.

Any questions concerning this memorandum may be directed to Mr. F. A. Hoyland, Chief, Service Operations Division, extension 6867.

F. R. Mangham
Director

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Plant and Operations
Washington

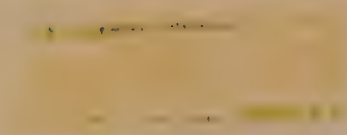
June 21, 1960

PLANT AND OPERATIONS MEMORANDUM NO. 53 (Correction)

Change in Long-Distance Telephone Procedure

In the list of cities served by the GSA Government Toll Exchange Service, the reference to "Kansas City, Kansas" should be changed to read "Kansas City, Missouri."

This change is also applicable to the 5 x 8 salmon flyer recently issued on this subject by this office.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OFFICE OF PLANT AND OPERATIONS

MAR 9 - 1961

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 1

Change in Long-Distance Telephone Procedure

The General Services Administration Government Toll Exchange Service, CODE 10, will be extended to cover long-distance telephone service to the cities listed below. The effective date of service and the per minute rate appear opposite each city.

<u>City</u>	<u>Effective Date</u>	<u>Rate Per Minute</u>
Dallas, Texas	3-6-61	\$.45
Fort Worth, Texas	3-6-61	.45
Los Angeles, California	3-15-61	.65
Seattle, Washington	3-15-61	.65

It is requested that the above information be made available to Agency employees having a need therefor.


Director

THE UNIVERSITY OF CHICAGO

LIBRARY

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OFFICE OF PLANT AND OPERATIONS

MAR 31 1961

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 2

Change in Long-Distance Telephone Procedure

The General Services Administration Government Toll Exchange Service, CODE 10, has been extended to cover long-distance telephone service to Oklahoma City, Oklahoma. The per-minute rate to Oklahoma City is 40 cents.

It is requested that this information be made available to Agency employees having a need therefor.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

SEP 20 1961

OFFICE OF PLANT AND OPERATIONS

FILED

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 3

PLANT AND OPERATIONS

Change in Long-Distance Telephone Procedure

Director's Files

The General Services Administration, Region 3, has announced that effective September 25, 1961 a new and faster service from Washington to Boston and New York will be available to users of the GSA Government Intercity Exchange. At the same time, code "10" will be replaced with code "100"; code "109" will be established for calls to Boston; and code "101" will be established for Government Intercity Information.

The General Services Administration contemplates the eventual establishment of direct-distance dialing on a nationwide basis between cities served by the system. A pilot application of this concept is being made with the establishment of direct station-to-station dialing between Washington and Boston. Coincident with the Washington-Boston service, a simplified method of placing calls from Washington to New York will be initiated.

This new method of handling calls should greatly improve service to both Boston and New York by reducing the information now given the Government Intercity operator and by eliminating waiting time for circuits.

A supply of the attached telephone directory supplement, containing notification of the change in Government Intercity codes and detailed instructions for placing calls to Boston and New York, has been made available to Department Agencies for distribution to telephone users in Washington, D. C.

Since calls to Boston and New York City will be handled on a station-to-station basis, individual toll tickets will not be prepared or provided in billing for calls to these points. Therefore, it is recommended that each Agency establish such internal administrative control as may be considered necessary. Monthly bills will reflect the total number of minutes used and the total charge based upon an established flat rate.

Any questions concerning this memorandum may be directed to Mr. F. A. Hoyland, Chief, Service Operations Division, extension 6867.

L. J. Mangham
Director

Attachment

G. E. Webster

TELECOMMUNICATIONS 4

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OFFICE OF PLANT AND OPERATIONS

DEC 14 1961

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 4

Change in Long Distance Telephone Procedure

Effective December 11, 1961 facilities at the GSA Government Intercity Exchange were expanded to provide Direct-Distance-Dialing service to several additional points. Rates and Direct-Distance-Dialing codes have been established for the following cities:

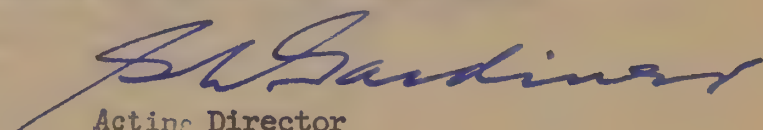
Code 105 - Philadelphia	.15	Code 108 - New York City	.15
Code 106 - Atlanta	.30	Code 109 - Boston	.25
Code 107 - Chicago	.30		

Since the above cities will be serviced by Direct-Distance-Dialing, no tickets will be forwarded the Agency on calls to these cities. Billing will be made on the basis of the number of minutes to each cost classification. It will be incumbent on each Agency user to provide its own internal control should such control be deemed necessary.

In line with the expansion of the Federal Telecommunication System, service will be available to a number of additional points over the leased lines network of the Government Intercity Exchange. These points may be reached by dialing code "100."

A supply of the attached telephone directory supplement containing detailed instructions for placing direct distance dial calls and a list of the expanded code "100" points has been made available to Department Agencies for distribution to telephone users in Washington, D. C.

Any questions concerning this memorandum may be directed to Mr. F. A. Hoyland, Chief, Service Operations Division, Extension 6867.


Acting Director

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

OCT 22 1962

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 5

Change in Long Distance Telephone Procedure

Effective November 5, 1962, facilities at the USA Government Intercity Exchange will be modified to provide direct distance dialing to a number of additional points. Coincidentally, codes 105, 106, 107, 108, and 109 will be discontinued, and code 103 established for direct distance dialing to all the following points, priced as indicated:

Atlanta	.30	Cocoa Beach	.35	Los Angeles	.55
Baltimore	.05	Dallas	.40	New York City	.15
Boston	.25	Fort Worth	.40	Philadelphia	.15
Chicago	.30	Houston	.40	Richmond	.10
Cincinnati	.25	Huntsville	.30	San Francisco	.55
Cleveland	.20	Kansas City	.35	St. Louis	.35

Since the above cities will be served by direct distance dialing, no tickets will be forwarded the Agency on calls to these cities. Billing will be made on the basis of the number of minutes in each cost classification. It will be incumbent on each Agency user to provide its own internal control should such control be deemed necessary.

A supply of the attached telephone directory supplement containing detailed instructions for placing direct distance dial calls via code 103 and a list of the code 100 points has been made available to Department Agencies for distribution to telephone users in Washington, D. C.

Any questions concerning this memorandum may be directed to Mr. F. A. Hoyland, Chief, Service Operations Division, OP&O, extension 6367.

F. A. Hoyland
Director

Attachment



Oct 25 1935

Washington, D. C., October 25, 1935

Mr. J. H. ...
Mr. ...
Mr. ...
Mr. ...
Mr. ...

Very truly yours,
Secretary



SUPPLEMENT TO TELEPHONE DIRECTORY

Effective November 5, 1962 facilities at the Government Intercity Exchange will be modified as follows:

1. Direct-Distance-Dialing will be made available thru code "103" to the following cities:

Atlanta	Cocoa Beach	Los Angeles
Baltimore	Dallas	New York
Boston	Ft. Worth	Philadelphia
Chicago	Houston	Richmond
Cincinnati	Huntsville	San Francisco
Cleveland	Kansas City	St. Louis

This modification will eliminate 105, 106, 107, 108, and 109 as Direct-Distance-Dialing codes.

2. Method of Placing Calls on Direct-Distance-Dialing Code

(a) Dial code "103"
(b) Government Intercity Exchange Operator will come on the line for billing information. Give her—

- (1) Name of city called
- (2) Your IDS code
- (3) Your agency code
- (4) Your extension number

(c) When you hear a dial tone, dial the number you are calling.

(d) Direct-Distance-Dialing may be made on the code system only if you know the number in the city you are calling. Dial code "101," Government Intercity Information Operator, to obtain correct number.

Code "100" will continue to be used for calls to the following cities:

Albany, N. Y.	Harrisburg, Pa.	Passaic, N. J.
Albuquerque, N. Mex.	Hartford, Conn.	Paterson, N. J.
Ann Arbor, Mich.	Indianapolis, Ind.	Phoenix, Ariz.
Annapolis, Md.	Jersey City, N. J.	Pittsburgh, Pa.
Berkeley, Calif.	Madison, Wis.	Portland, Ore.
Boulder, Colo.	Mechanicsburg, Pa.	Princeton, N. J.
Buffalo, N. Y.	Miami, Fla.	Sacramento, Calif.
Cambridge, Mass.	Minneapolis, Minn.	St. Paul, Minn.
Camden, N. J.	Newark, N. J.	Salt Lake City, Utah
Columbus, Ohio	New Haven, Conn.	San Diego, Calif.
Dayton, Ohio	New Rochelle, N. Y.	Seattle, Wash.
Detroit, Mich.	Oakland, Calif.	State College, Pa.
Denver, Colo.	Oklahoma City, Okla.	Trenton, N. J.
Elizabeth, N. J.	Palo Alto, Calif.	

All calls to the above listed cities will be operator dialed

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OFFICE OF PLANT AND OPERATIONS

January 28, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 6

Federal Telecommunications System

Reference is made to previous memoranda concerning the first phase of the Federal Telecommunications System being developed by the General Services Administration.

In this connection, the following excerpts from General Services Administration Circular 293 to Heads of Federal Agencies are quoted for your information and guidance:

"Purpose. This circular announces the activation of Phase I of the Federal Telecommunications System (FTS) scheduled to begin operation February 15, 1963.

"Availability of Service. The cities between which FTS intercity service is initially available are listed in the attachment. Service to these cities is in addition to the individual intercity services already provided by the General Services Administration. Additional cities will be added as the system expands.

"Telephone Users Guide. A Telephone Users Guide will be distributed for use in making long distance calls over the FTS network. Use of the guide is necessary in placing calls. The guide contains a number of listings of individual Agency offices in each city, with specific instructions for placing calls.

"Billing for Services.

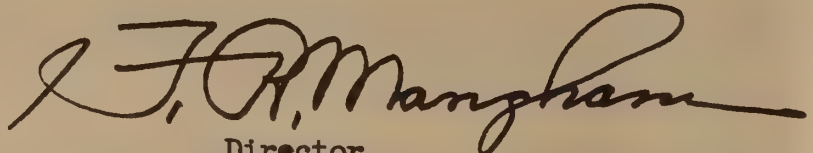
Agency Identification. To simplify billing for services, each Agency will be assigned specific FTS account identification symbols which should be given to the FTS operator when placing calls.

FTS Authorization Card. An authorization card containing the Agency FTS identification may be issued upon request of Agencies which require a convenient reference for the use of personnel who are in official travel status when requiring long distance telephone service over FTS.

Monthly Billing. Monthly bills to Agencies will reflect the total number of minutes of calls during the period with charges computed on a flat rate per minute basis. Rates are based upon a projected estimate of traffic volume and will be reviewed periodically."

On or about February 1, 1963, copies of the Telephone Users Guide mentioned above will be made available to Department Agencies for distribution to telephone users in Washington, D. C. At the same time an Agency FTS identification number will be furnished for use in making calls through the FTS network.

Additional information concerning this memorandum may be obtained from Mr. F. A. Hoyland, Chief, Service Operations Division of this Office, telephone extension 6867.


Director

Attachment

FEDERAL TELECOMMUNICATIONS SYSTEM
INTERCITY TELEPHONE SERVICE

Cities initially served under Phase I

Atlanta, Georgia
Baltimore, Maryland
Berkeley, California
Birmingham, Alabama
Boston, Massachusetts
Chicago, Illinois
Cincinnati, Ohio
Cleveland, Ohio
Columbus, Ohio
Dallas, Texas
Denver, Colorado
Des Moines, Iowa
Detroit, Michigan
Fort Worth, Texas
Houston, Texas
Indianapolis, Indiana
Jacksonville, Florida
Kansas City, Missouri
Langley AFB, Virginia
Los Angeles, California
Louisville, Kentucky

Memphis, Tennessee
Miami, Florida
Milwaukee, Wisconsin
Minneapolis, Minnesota
Nashville, Tennessee
New Orleans, Louisiana
New York, New York
Newark, New Jersey
Oklahoma City, Oklahoma
Oakland, California
Omaha, Nebraska
Philadelphia, Pennsylvania
Phoenix, Arizona
Pittsburgh, Pennsylvania
Portland, Oregon
Richmond, Virginia
Sacramento, California
St. Louis, Missouri
San Diego, California
San Francisco, California
Seattle, Washington
Washington, D. C.

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

2-5-63

Office of Plant and Operations

PLANT AND OPERATIONS MEMORANDUM No. 53, SUPPLEMENT 7

Change in Long Distance Telephone Procedure ①

The purpose of this memorandum is to provide telephone users, ~~in Washington,~~
served from the central switchboard facilities in Washington, D. C.
ities

of the Federal Telecommunications System (FTS) operated by the Federal
Services Administration.

FILED
OFFICE OF
PLANT AND OPERATIONS

The first phase of these facilities are scheduled to begin operation
February 15, 1963. ~~On the~~ Inside of the cover page of the accompanying
~~are listed the~~
Telephone Users Guide, cities between which FTS intercity service is avail-
~~able, are listed.~~ Also In addition, the Guide contains listings of individual
agency offices in each city. It is essential that users of these long
distance facilities be familiar with the dialing procedure prior to initi-
ating calls.

Method of placing calls to cities listed in the Users Guide

1. Dial code 100
2. Give the FTS operator the city you are calling and your FTS identification code.
3. When you hear dial tone, dial the distant number.

In addition to the cities listed on the inside cover page of the Users Guide, service is also provided to the following cities on an operator dial basis:

Albany, N. Y.
Albuquerque, N. M.
Ann Arbor, Michigan
Annapolis, Maryland

Dayton, Ohio
~~Dayton, Ohio~~
Elizabeth, N. J.
Harrisburg, Pa.
Hartford, Conn.

New Rochelle, N. Y.
Palo Alto, California
Passaic, N. J.
Paterson, N. J.

TELECOMMUNICATIONS 4

Boulder, Colorado

Madison, Wisconsin

Salt Lake City, Utah

Mechanicsburg, Pa.

Trenton, N. J.

New Haven, Conn.

Trenton, N. J.

1. Dial code 100
2. Give operator the city you are calling, the distant telephone number, and your FTS identification code.
3. Operator will dial the call.

To identify calls of each Agency the following FTS identification codes have been established for use in placing calls through the FTS intercity telephone system:

XXXXXXXXXXXXXX

<u>AGENCY</u>	<u>FTS IDENTIFICATION CODE</u>
Agricultural Marketing Service	03 12 03 000
Agricultural Research Service	03 12 05 000
Agricultural Stabilization & Conservation S.	03 12 11 000
Commodity Exchange Authority	03 12 09 000
Cooperative State Experiment Station Service	03 12 00 210
Economic Research Service	03 12 04 000
Farm Credit Administration	03 78 00 000
Farmer Cooperative Service	03 12 13 000
Farmers Home Administration	03 12 15 000
Federal Crop Insurance Corporation	03 12 17 000
Federal Extension Service	03 12 19 000
Foreign Agricultural Service	03 12 21 000
Forest Service	03 12 23 000

AGENCYFTS IDENTIFICATION CODE

Information, Office of	03 12 27 000
National Agricultural Library	03 12 29 000
Management Operations Staff	03 12 02 200
Office of the General Counsel	03 12 25 000
Rural Electrification Administration	03 12 31 000
SOIL CONSERVATION SERVICE	03 12 35 000
Secretary, Office of the	03 12 33 000
Office of Budget & Finance	03 12 33 201
Office of Personnel	03 12 33 202
Office of Plant & Operations	03 12 33 203
Office of Inspector General	03 12 33 204
Office of Management Appraisal and Systems Development	03 12 33 205
Office of Rural Areas Development	03 12 33 207
Office of Hearing Examiners	03 12 33 209

General Instructions apply to use of the GSA facilities by
the following agencies:

~~General instructions apply to use of the GSA facilities by
personnel only. Agencies of the Department located at Beltsville, Maryland
will participate in these facilities at a later date.~~

An authorization card containing the FTS identification may be issued upon
~~request~~ ^{official} ~~for the use of personnel who are~~ ^{By employees when} in official travel status. Requests
for authorization cards should be made in writing to Chief, Service Operations
Division, Office of Plant and Operations.

All previous instructions on the use of GSA intercity facilities are hereby
superseded.

For information concerning this memorandum may be directed to Mr. F. A.
^{or Mr. George Webster}
Service Operations Division, extension 6367.

few
John

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 8

Interim Long Distance Telephone Instructions

Effective March 1, 1964, and continuing through June 30, 1964, all Department long-distance calls placed from Washington, D. C. including the activities located in the Federal Center Building (Beltsville research complex is excluded) will be made in accordance with the instructions on the reverse side of this memorandum. This is an interim Federal Telecommunications System (FTS) plan of the General Services Administration.

Under this plan calls originating in Washington, D. C. may be made to any city within the continental limits of the U. S. on a station to station basis without restriction on the number of calls. The placing of calls through commercial facilities on either a station to station or person to person basis is prohibited.

The Department will be charged a flat monthly rate by the General Services Administration for this service. The charge will be based on long-distance costs for the same period last year.

The following is furnished to assist in the placement and completion of calls over the system:

1. The system shall be used for official government business only.
2. All agencies will use the identification code of "Agriculture - Special". Do not furnish any other identification code.
3. Calls will be accepted on a 24 hour basis.
4. Calls may be placed from a residence after normal working hours to either area by calling the FTS operator at WOrth 2-5021.
5. When difficulties are experienced in completing long distance-calls, dial the FTS operator, Code 100 for assistance.
6. Procedures for long distance calls originating at field offices are not affected by these instructions.
7. Overseas calls will be placed through the "80" FTS operator.
8. Instructions included in the February 1964 issue of the USDA Telephone Directory covering the placement of long-distance calls are hereby superseded.

Any questions on these instructions should be referred to G. E. Webster, Extension 6867.

J. R. Mangham
TELECOMMUNICATIONS 4

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

April 1, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 9

Use of Federal Telecommunications System

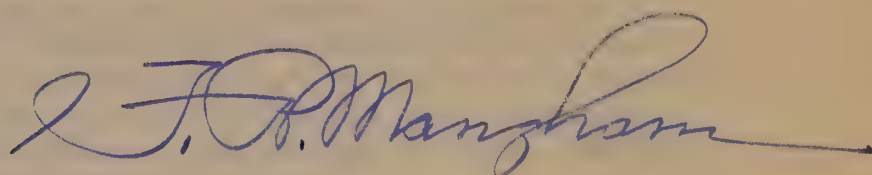
Attached is a copy of General Services Administration Circular No. 332, dated March 17, 1964. It will be noted that recent surveys by the General Services Administration and the General Accounting Office have disclosed that Federal agencies are not making full use of the Federal Telecommunications System (FTS) intercity telephone facilities. Instead, many calls continue to be placed over commercial networks, thereby incurring additional costs contrary to established fiscal policies. Department instructions on FTS have been covered by Plant and Operations Memorandum No. 53 and Supplements 1 to 8.

Specific attention is directed to paragraph 3 of the attached Circular No. 332. You will observe that the FTS service areas will be increased from the present 47 to 355 by July 1, 1964. The expanded coverage will include a high percentage of USDA operations. All agencies of this Department will review the locations of their offices to identify those that will be serviced by FTS.

FTS will be the only medium utilized for placing calls between areas where this service is available (except where extreme urgency requires the immediate location of the called party). Each agency will be responsible for appropriately advising its offices that are in FTS areas concerning the use of the facilities. Also, each agency will make periodic checks to determine that FTS is being used for its long-distance telephone service.

The Department in Washington, D. C., on March 1, 1964, began placing long-distance calls in accordance with an interim FTS plan as set forth in Plant and Operations Memorandum No. 53, Supplement 8. Under the interim plan, no requirement exists for placing calls over commercial toll networks except in those instances outlined in paragraph 4 of the attached Circular. Therefore, in furtherance of the Department's continuing efforts to avoid unnecessary expenditures, the intercity telephone facilities of the FTS will be the only medium for placing calls between areas where this service is available.

In compliance with the attached Circular, please forward to this Office two (2) copies of any internal instructions covering use of the FTS issued either prior to or subsequent to the date of this memorandum.

A handwritten signature in blue ink, reading "F. R. Mangham". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

F. R. Mangham
Director

Attachment

1. The first part of the paper
describes the general situation
of the country in 1910.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

May 15, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 10

Federal Telecommunications System

With the consolidation of switchboards now in progress in cities to be serviced by the voice network of the Federal Telecommunications System (FTS), numerous inquiries have been received relative to the cost aspects of this system. As a result of these inquiries, there are quoted below policies that now have been established by the General Services Administration covering local switchboard services:

1. The cost to agencies on a consolidated basis participating in the service shall be equal or less than the agency cost for the same service prior to consolidation, excluding tolls, and increases due to changes in tariff rates and Federal salary increases. The cost of miscellaneous equipment for exclusive use of the agency will be a direct cost to the subscriber and not considered in either pre-consolidation or post-consolidation results.
2. The above policy does not pertain to existing consolidated switchboards where operator costs are currently subsidized by the General Services Administration. Beginning Fiscal Year 1965, costs will be increased to absorb the subsidy. This was the subject of GSA Circular No. 313, dated September 9, 1963.

It is hoped that the above information will provide a useful guide regarding costs to agencies participating in consolidated switchboard service. Inquiries concerning the Federal Telecommunications System and this memorandum may be directed to Mr. George E. Webster of this Office, Extension 6867.

J. S. Mangham

Director

TELECOMMUNICATIONS 4

of the Department now in progress in order to be
have been received relative to the cost of
the results of the investigation, which are being
have been established by the General Services Adminis-
local government services:

1. The cost to agencies in a country, which is partially
to the service, shall be equal to the cost of the service
for the same service prior to the investigation, and the
cost, which will be charged to the agency and
General salary increases. The cost of the investigation is equal
must be included and the agency will be a direct cost
to be included and not considered as other pre-

2. The cost policy does not pertain to the cost of the investigation, consolidated
swiftness with the cost of the investigation, which is not
by the General Services Administration, which is not
Year 1955, costs will be included in the cost of the investigation.
This was the subject of GSA Circular No. 318, dated

above in connection with the cost of the investigation, which is not
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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

June 17, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 11

Interim Long Distance Telephone Instructions

Plant and Operations Memorandum No. 53, Supplement 8, established the effective dates of the interim Federal Telecommunications System (FTS) plan for placing long distance calls from Washington, D. C., as March 1, 1964 through June 30, 1964.

The June 30, 1964, date has been extended through July 5, 1964. Please distribute copies of this Supplement to personnel of your agency having a need to know of this extension.

Expenditures for long distance telephone service will be contingent on the availability of funds for F. Y. 1965.


Director of Plant and Operations

4X

TELECOMMUNICATIONS 4

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March 1911

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DRAFT

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 12

Federal Telecommunications System (FTS)

Effective

On July 6, 1964, the Federal Telecommunications System (FTS) will be expanded to over 400 cities with interconnecting capability to reach any city in the contiguous 48 States. All Department long-distance calls placed from Washington, D. C., including activities located in the Federal Center Building (Beltsville research complex is excluded), will be made over the FTS.

Recently, copies of the FTS Users Guide and Supplement to the Guide were distributed to all telephone users. In addition, training sessions were conducted to acquaint users with the System. Close observance of the instructions contained in the Guides and to the instructions given at the training sessions should enable users to ^{effectively} complete their long-distance calls ~~without difficulty~~ over the FTS. All previous instructions and issues of the Users Guide are superseded, effective Monday, July 6, 1964.

During the initial period following cutover to the expanded FTS, users may encounter some problems. This ^{can} ~~may~~ be expected in a venture as broad and complex as the FTS. The System is basically sound and has had benefit of the engineering skills of both Government and telephone company engineers. From the moment the System is in operation, engineers in every FTS city will be recording traffic volumes, directional flows, etc. These statistics will be evaluated and adjustments promptly made to meet demands.



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(DRAFT continued)

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The attached instructions for placing ~~long-distance~~ calls over the FTS from Washington, D. C., ⁸⁴²~~(18)~~ arranged ~~so that they may be detached~~ for easy reference.

~~Any~~ questions concerning the placing of calls over the FTS should be directed to Mr. G. E. Webster, extension 6867.

As set forth in previous memoranda in this series, use of the FTS is mandatory.

S,
F. R. Mangham
Director

Attachment

OP&O:SOD:GEWebster:lf:jml, 6/29/64



DRAFT

PLACING CALLS OVER THE FEDERAL TELECOMMUNICATIONS SYSTEM (FTS)
FROM WASHINGTON, D. C., INCLUDING THE FEDERAL CENTER BUILDING

105
A. From - Office Telephones.

To - Government Office Telephones in FTS cities connected to the System as listed in the FTS Users Guide (Blue Book).

1. Dial access code 89. When second dial tone is heard --
2. Dial area code, plus complete telephone number.

For example, ASCS State Office in Montgomery, Alabama --
Dial access code "89", area code "205", exchange "263",
and extension number "7441".

B. From - Office Telephones.

To - Government Offices in FTS cities not connected to FTS switchboard and non-Government telephones in FTS cities, and to cities and suburban areas listed in Supplement to FTS Users Guide (White Book).

1. Dial access ^{code}code 89. When second dial tone is heard --
2. Dial area code and complete number for "Information, Assistance and Non-Government Operator" ^{numbers} as shown in FTS Users Guide (Blue Book) for the distant city. When FTS operator answers, identify yourself as follows: Name, agency (Department of Agriculture), city and the telephone number you are calling from.

3. Request FTS operator to connect you to "city _____,
"City-Telephone Number _____."

1. The first part of the report is devoted to a general description of the project and its objectives.

2. The second part of the report is devoted to a detailed description of the methodology used in the study.

3. The third part of the report is devoted to a detailed description of the results of the study.

4. The fourth part of the report is devoted to a detailed description of the conclusions of the study.

5. The fifth part of the report is devoted to a detailed description of the recommendations of the study.

6. The sixth part of the report is devoted to a detailed description of the bibliography of the study.

7. The seventh part of the report is devoted to a detailed description of the appendixes of the study.

8. The eighth part of the report is devoted to a detailed description of the summary of the study.

9. The ninth part of the report is devoted to a detailed description of the conclusions of the study.

10. The tenth part of the report is devoted to a detailed description of the conclusions of the study.

11. The eleventh part of the report is devoted to a detailed description of the conclusions of the study.

12. The twelfth part of the report is devoted to a detailed description of the conclusions of the study.

13. The thirteenth part of the report is devoted to a detailed description of the conclusions of the study.

14. The fourteenth part of the report is devoted to a detailed description of the conclusions of the study.

15. The fifteenth part of the report is devoted to a detailed description of the conclusions of the study.

16. The sixteenth part of the report is devoted to a detailed description of the conclusions of the study.

17. The seventeenth part of the report is devoted to a detailed description of the conclusions of the study.

C. From - Office Telephones.

To - Non-FTS cities, and cities and suburban areas not listed in the Supplement to the FTS Users Guide (White Book).

1. Dial access code "100".
2. When FTS operator answers, identify yourself as in "B.2.", above and tell operator the city and state you are calling.
3. The FTS operator will connect you to a special circuit. When you hear the dial tone, dial the complete number you are calling, including the area code.

D. To obtain information when numbers are not known.

1. For Government offices in FTS cities, dial Assistance Operator's number in city desired as listed in the FTS Users Guide (Blue Book).
2. When operator furnishes number, hang up and proceed with call as in "A" above.
3. In all other instances, dial "9" for an outside line. Upon receipt of second dial tone, dial area code of city you are calling and 555-1212. After obtaining the telephone number of your party, hang up and place call through the FTS.

E. From residence telephones in the Washington, D. C., Metropolitan Area.

1. Dial the FTS operator -- WOrth 2-5021.
2. Furnish identification requested, name, agency (Department of Agriculture), and city and telephone number from which you are calling.

1. The first part of the report is a general
introduction to the subject of the study.
It is divided into two main sections: a
description of the problem and a statement of the
purpose of the study.

2. The second part of the report is a
description of the methods used in the study.
This section is divided into two main sections:
a description of the subjects and a description
of the procedures.

3. The third part of the report is a
description of the results of the study.
This section is divided into two main sections:
a description of the data and a description
of the analysis.

4. The fourth part of the report is a
discussion of the results of the study.
This section is divided into two main sections:
a discussion of the findings and a discussion
of the implications.

5. The fifth part of the report is a
conclusion. This section is divided into two
main sections: a summary of the findings and
a statement of the conclusions.

6. The sixth part of the report is a
list of references. This section is divided
into two main sections: a list of books and
a list of articles.

7. The seventh part of the report is a
list of appendices. This section is divided
into two main sections: a list of tables and
a list of figures.

8. The eighth part of the report is a
list of footnotes. This section is divided
into two main sections: a list of footnotes
and a list of endnotes.

9. The ninth part of the report is a
list of indexes. This section is divided
into two main sections: a list of indexes
and a list of subject indexes.

3. Furnish the operator the city, area code and telephone number you are calling. Follow her instructions for completing the call.

F. Conference calls from office telephones.

1. Call Agriculture operator - dial "zero". Federal Center Building users - dial 6 and "zero".
2. Furnish operator with details of the call.
3. Within the capabilities of the PBX equipment, the Agriculture operator will place the call. Beyond the capabilities, the operator will refer user to FTS operator, code 100.

G. Trouble reporting.

Report FTS network troubles to Agriculture operator - dial "zero".

Federal Center Building users - dial 6 and "zero". Furnish her with:

1. Your name, agency and extension Number.
2. Called number - all digits.
3. Type of trouble - noisy, echo, cutoff, no dial tone, etc.

H. Overseas calls (including Canada, Mexico and Alaska).

1. Place with Chesapeake and Potomac Telephone Company Operator.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 13, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 13

Federal Telecommunications System (FTS)

This memorandum is to advise telephone users that all of the Department's long distance calls originating in Washington, D. C., including the Federal Center Building, are now being handled commercially by the Chesapeake and Potomac Telephone Company.

This action was made necessary because the facilities of the Federal Telecommunications System telephone network could not adequately handle the number of calls generated by the Government in Washington, D. C.

You will now place all calls regardless of destination, within the contiguous 48 states, over access code "89," DO NOT DIAL CODE 100. Furnish the operator with the area code and telephone number desired, she will dial the number.

If the telephone number is not known, dial "9" for an outside line. Upon receipt of second dial tone, dial area code of city you are calling and 555-1212. After obtaining number, hang up and place call through Code "89."

Individual identification is not required on any "89" call.

This procedure affects calls originating in Washington, D. C., including the Federal Center Building, and will continue in effect until further notice.

Questions concerning this memorandum should be directed to Mr. G. E. Webster, extension 6867.


Director of Plant and Operations

5

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

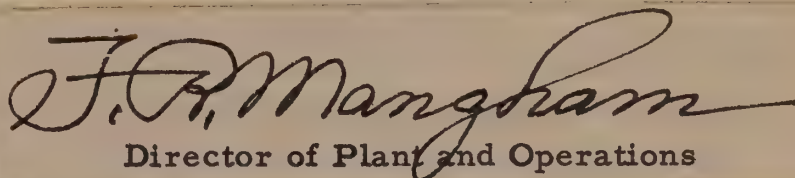
December 21, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 14

Federal Telecommunications System - Cost Adjustments

Reproduced for your information and guidance is a letter from the General Services Administration dated December 7, 1964, regarding Federal Telecommunications System cost adjustments.

Any questions concerning this memorandum may be directed to Mr. G. E. Webster, extension 6867.


Director of Plant and Operations

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

January 15, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 15

Federal Telecommunications System - Sampling of Calls

Reproduced for your information and compliance is a letter from the General Services Administration (G.S.A.) dated January 13, 1965.

Your cooperation is requested in promptly advising all employees of your Agency, both Washington, D. C. and field, who have access to the Federal Telecommunications System (FTS) voice network of the sampling of calls to be conducted by G.S.A.


Director of Plant and Operations

Attachment

Information on the above is a recent report
from the Department of Justice, dated January 12, 1968.

It is reported that the above is a recent report
from the Department of Justice, dated January 12, 1968.

[Handwritten signature]

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

May 21, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 16

Federal Telecommunications System - Sampling of Calls

Reproduced for your information and compliance is a letter from the General Services Administration (G.S.A.) dated May 19, 1965.

Your cooperation is requested in promptly advising all employees of your Agency, both Washington, D. C. and field, who have access to the Federal Telecommunications System (FTS) voice network of the sampling of calls to be conducted by G.S.A.

Mackey W. White

Mackey W. White
Acting Director of Plant and Operations

Attachment
(Reproduced on reverse side)

GENERAL SERVICES ADMINISTRATION



Transportation and Communications Service
Washington 25, D.C.

MAY 19 1965

IN REPLY REFER TO:

Mr. F. R. Mangham, Director
Office of Plant and Operations
Department of Agriculture
Washington, D. C. 20250

Dear Mr. Mangham:

For your information the fourth quarter sampling of agency Federal Telecommunications System (FTS) usage is scheduled to commence on May 24, 1965, and will continue for approximately six weeks. During this period, appropriate FTS circuits will be sampled through a combination of operator interception and special equipment installed for this purpose.

Calls selected for sampling will be associated with the proper originating agency through use of assigned code numbers to agencies served by the FTS. Your code number, 12, will remain the same as previously assigned in our recent letter to your agency on this subject. Similarly, operator requests for agency identification made in conjunction with a sampled call will be identical to that previously used.

Personnel of your agency who use the FTS should be made aware of the forthcoming sample in order that they can provide the proper information to the operator when requested.

The results of this sample, when completed, will be made available to your organization during the first quarter, fiscal year 1966, for agency planning and guidance purposes.

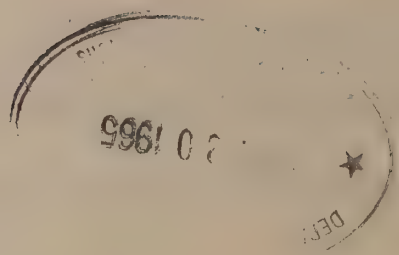
Your assistance in this matter is appreciated.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "M. Lloyd Bond".

M. Lloyd Bond
Assistant Commissioner
for Communications

THE UNIVERSITY OF CHICAGO
LIBRARY
CHICAGO, ILL. 60637



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 27 1965

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 18

Federal Telecommunications System

Reproduced for your information and guidance is a memorandum from the General Services Administration, Region 3, dated June 30, 1965 regarding changes in the FTS Telephone Users Guide.

Please ~~let us know how many~~ ^{Revised List} copies of this information you will require for distribution to personnel of your headquarters and field offices located in Region 3. This Region consists of the District of Columbia, Maryland, Virginia, and West Virginia.

Please phone your requirements to the Service Operations Division of this Office by July 30, 1965, Extension 6867. Questions concerning this memorandum may be directed to Mr. F. A. Hoyland on the same extension.

↓
August 6, 1965,

J. G. Mangham
Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 19, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 19

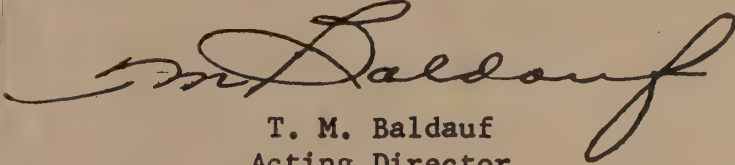
Federal Telecommunications System

Attached is GSA Bulletin FPMR No. F-7 concerning control of telephone usage. Department regulations on this subject are being prepared. Pending their issuance, the guidelines in the GSA Bulletin for control of telephone usage should be followed.

Particular attention should be given to controlling FTS calling. All first-line supervisors must somehow control the use of the FTS so that (1) only necessary calls are made and (2) the time taken for such calls is held to minimum needs.

Note that FTS facilities should not be used for calls to locations which can be made for 20 cents or less over commercial facilities. An FTS Notice hereof will be distributed to all field offices by GSA regional headquarters. The Notice will list the locations affected.

Refer any questions concerning this memorandum to Mr. Hoyland, Extension 6867.


T. M. Baldauf
Acting Director

Attachment

THE UNIVERSITY OF CHICAGO

to the

THE UNIVERSITY OF CHICAGO

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

September 3, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 20

Federal Telecommunications System

Reproduced for your information and guidance is a memorandum from the General Services Administration, Region 3, dated August 30, 1965, regarding changes in the FTS Telephone Users Guide.

Please let us know how many copies of this revised list you will require for distribution to personnel of your headquarters and field offices located in Region 3. This Region consists of the District of Columbia, Maryland, Virginia, and West Virginia.

Please phone your requirements to the Service Operations Division of this Office by September 10, 1965, Extension 6867. Questions concerning this memorandum may be directed to Mr. F. A. Hoyland on the same extension.



F. R. Mangham
Director

Attachment

Memorandum

Region 3

Washington, D.C. 20407

TO : FTS Subscribers, Washington, D. C.

Date: August 30, 1965

FROM : Chief, Communications Division - 3TC

In reply refer to:

SUBJECT: FTS Telephone Users Guide Change

The second phase of a major consolidation in the New York City Metropolitan area is to be implemented on September 7, 1965.

Enclosed is a revision to page 29 of the FTS Telephone Users Guide reflecting these changes.

Because of the magnitude of this change, it will be appreciated if you will reproduce and distribute the enclosed changes to personnel of your headquarters and field offices.


John H. Hagstrom

Enclosure



NEW LISTINGS, EFFECTIVE SEPT. 7, 1965

NEW YORK, N. Y. (Including Brooklyn, N.Y.)	FTS TEL. NUMBER	FTS INFO AND ASSIST.
Ass't. and non-Gov't. Nos.	212 460-0100	212 460-0100
Info., assist. for following Gov't. Nos. ..	212 264-3311	212 264-3311
45 Broadway	212 264+Ext.	212 264-3311
346 Broadway	212 264+Ext.	"
30 Church St.	212 264+Ext.	"
90 Church St.	212 264+Ext.	"
120 Church St.	212 264+Ext.	"
Customs House, Bowling Green	212 264+Ext.	"
Foley Sq.	212 264+Ext.	"
Immig. & Nat. Svc.	212 264+Ext.	"
Dept. of Justice	212 264+Ext.	"
SEC, 225 B'way.	212 264+Ext.	"
FDIC, 74 Trinity Pl.	212 264+Ext.	"
201 Varick St.	212 620+Ext.	"
641 Washington St.	212 620+Ext.	"
252 7th Ave.	212 620+Ext.	"
376 Hudson St. (except AEC)	212 620+Ext.	"
General Post Ofc., 8th Ave & 33d St.	212 971+Ext.	"
USIA 250 W. 57th St.	212 971+Ext.	"
Grand Central Post Ofc., 110 E. 45th St .	212 573+Ext.	"
FHA 2 Park Ave.	212 573+Ext.	"
Civil Svc. Comm. 220 E 42d St.	212 573+Ext.	"
Exceptions:		
AEC 376 Hudson St.	212 989+Ext.	212 989-1000
Commerce, Dept. of, 350 5th Ave.	212 563-3377	212 563-3377
John F. Kennedy Airport	212 995+Ext.	212 995-3333
Nat'l Labor Relations Board, 745 5th Ave.	212 751-5500	212 751-5500
Public Health Service Hosp., Staten Isl .	212 447+Ext.	212 447-3010
U. S. Mission to U.N., 799 U. N. Plaza ..	212 986+Ext.	212 986-2424
Goddard, NASA, 475 Riverside Dr.	212 866-3600	212 866-3600
 BROOKLYN, N. Y.		
Info., assist. and non-Gov't. Nos.	212 596+Ext.	212 596-8000
Exceptions:		
Agencies located at 3d Ave and 29th St .	212 788+Ext.	212 788-5000
VA Hospital 1st Ave & 24th St.	212 686+Ext.	212 686-7500
VA Hospital, 800 Poly Place	212 836-6600	212 836-6600

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 12, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 21

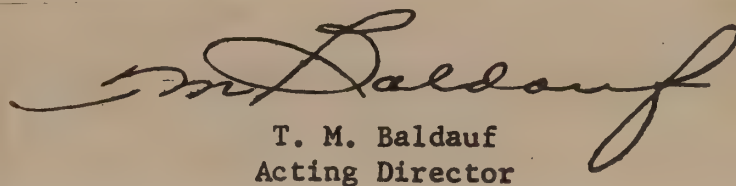
Federal Telecommunications System - Sampling of Calls

Reproduced on the reverse for your information is GSA Bulletin FPMR F-9, dated September 24, 1965.

All employees of your Agency, both Washington, D. C., and field, who have access to the Federal Telecommunications System (FTS) voice network should be advised of the recurring sampling of long-distance calls.

The assigned sample identification number for the Department of Agriculture mentioned in paragraph 3 of FPMR F-9 is "12".

Questions concerning this memorandum may be directed to Mr. F. A. Hoyland, Extension 6867.


T. M. Baldauf
Acting Director

TELECOMMUNICATIONS 1-1



GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

September 24, 1965

GSA BULLETIN FPMR F-9
TELECOMMUNICATIONS AND PUBLIC UTILITIES

TO : Heads of Federal Agencies

SUBJECT: Federal Telecommunications System (FTS) long-distance telephone call statistical usage sampling

1. Purpose. This bulletin officially announces the recurring utilization of statistical sampling of long-distance telephone calls as one of the FTS techniques for developing equitable cost sharing among using agencies.
2. Background. Sampling is one of the methods selected to fulfill the objectives of FPMR 101-35.104(b)".. to insure efficient and economical procurement and utilization of telecommunications facilities." Expenses incurred in the completion of long-distance calls via FTS are directly related to the usage made of the system. The sampling practice has been established to insure that the cost is equitably shared by the using agencies.
3. Responsibility. Agencies should continue to use their assigned sample identification number which is to be given the FTS telephone operator, whenever requested. Changes to agency identification and sampling switchboards will be coordinated with the respective agencies.
4. Exception. In certain agencies, the usage is below the required minimum for the sampling to have a reasonable degree of accuracy. For these agencies, FTS calls will be individually ticketed and billed on that basis.
5. Inquiries. Any inquiries concerning this bulletin should be directed to the General Services Administration, Transportation and Communications Service, Office of Communications, Washington, D. C. 20405, telephone Government dial code 183, extension 4128 (343-4128).

6. Expiration. This bulletin expires July 1, 1966.

A large, stylized handwritten signature in dark ink, likely belonging to Robert B. Conrad, is positioned above the printed name.

ROBERT B. CONRAD

Commissioner

Transportation and Communications Service

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

OCT 12 1965

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 21

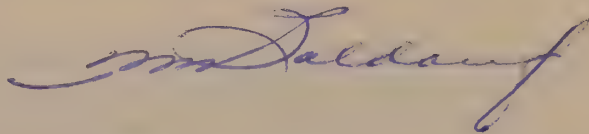
Federal Telecommunications System - Sampling of Calls

Reproduced on the reverse for your information is GSA Bulletin FPMR F-9, dated September 24, 1965.

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The assigned sample identification number for the Department of Agriculture mentioned in paragraph 3 of FPMR F-9 is "12".

Questions concerning this memorandum may be directed to Mr. F. A. Hoyland, Extension 6867.



T. M. Baldauf
Acting Director of Plant and Operations

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JANUARY 10, 1910

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JANUARY 10, 1910

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

JUL 14 1960

PLANT AND OPERATIONS MEMORANDUM NO. 54

Trading Stamps--Redeemable Coupons--Etc.

FILED
PLANT OFFICE OF
AND OPERATIONS
Director's Files

PURPOSE. It is the purpose of this Memorandum to establish policy and procedures for the receiving, handling, and disposition of trading stamps, redeemable coupons, trade incentive items, etc., offered by suppliers as a means of granting a discount on purchases from them or as an inducement to trade with such suppliers.

AUTHORITY. GSA Circular No. 190, Revised; Comptroller General Decision B-128096 (unpublished) of April 14, 1960.

POLICY. It has been indicated by the Comptroller General that the giving of trading stamps is a means of granting a discount for cash payment of small purchases. Accordingly, trading stamps, redeemable coupons, and the like, must be accepted unless their official utilization would obviously be impractical and economically unsound in accordance with the following criteria.

Trading Stamps and Redeemable Coupons. Every reasonable effort should be made to obtain prices not involving stamps or coupons of any kind. Where this is not feasible, stamps or coupons must be accepted where they can be officially utilized as follows:

- a. Arrangements for redemption should be made at the lowest appropriate organizational level of each agency. They may be redeemed for merchandise usable in the discharge of official functions. It may be possible to arrange with the trading stamp company to make redemption in cash, which could then be deposited to the credit of the applicable appropriation.
- b. If, in terms of practicality and administrative cost, redemption of trading stamps or redeemable coupons is not feasible, arrangements should be made for their transfer, without reimbursement or accountability, to a nearby Federal hospital or other similar Federal institutions such as those operated, managed, or supervised by any one of the following:
 - (1) Veterans Administration (hospitals, centers, and domiciliaries)

(2) Public Health Service (HEW), or

(3) Department of Defense.

Prior to such transfer, the transferring agency should ascertain whether the proposed recipient agency is prepared to receive and to utilize such trading stamps or coupons.

- c. In view of the administrative cost involved, it is not considered generally necessary to attempt utilization of redeemable coupons in the form of box tops, labels, etc., except in connection with large volume purchases where the negotiation of a special cash discount in lieu of recovery of such coupons may be feasible.

This contemplates that there would generally be no central collection of trading stamps or coupons; there are to be no accountability control records established thereon; that in general the internal procedures for handling trading stamps is to be such as will result in the least administrative burden or cost. If the above methods of achieving official utilization of trading stamps or coupons involves administrative costs out of proportion to the value to be realized, the circumstances thereof should be reported to this Office for further consideration with the General Services Administration and the Comptroller General.

Trade Incentive Items. It is customary in business generally to offer inducements to potential customers in the form of tangible items given free in return for trading with the firm. For instance, service stations may offer free packets of seed, tableware, cigars, etc., with each tankful of gasoline, each oil change, etc., purchased from them. Most of these items have no feasible official use in this Department. The cost of collecting them for use by programs of other Federal agencies would ordinarily be unreasonable in relation to the value to be realized. Such items should not be accepted for personal use of the employee since to do so would be in the nature of accepting a gratuity. As a general rule, therefore, it is considered appropriate to refuse items of this character since it would obviously be impractical and economically unsound to attempt official utilization thereof.

Questions concerning this Memorandum may be referred to the Procurement and Property Management Division, Extension 4071.


Director

(To be codified in Title 5)

1870
The first of the year was a very dry one
and the crops were much injured.

The second of the year was a very wet one
and the crops were much injured.
The third of the year was a very dry one
and the crops were much injured.
The fourth of the year was a very wet one
and the crops were much injured.

The fifth of the year was a very dry one
and the crops were much injured.
The sixth of the year was a very wet one
and the crops were much injured.
The seventh of the year was a very dry one
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and the crops were much injured.
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and the crops were much injured.

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The eleventh of the year was a very dry one
and the crops were much injured.

The twelfth of the year was a very wet one
and the crops were much injured.
The thirteenth of the year was a very dry one
and the crops were much injured.

The fourteenth of the year was a very wet one
and the crops were much injured.
The fifteenth of the year was a very dry one
and the crops were much injured.
The sixteenth of the year was a very wet one
and the crops were much injured.
The seventeenth of the year was a very dry one
and the crops were much injured.

The eighteenth of the year was a very wet one
and the crops were much injured.
The nineteenth of the year was a very dry one
and the crops were much injured.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

OFFICE OF PLANT AND OPERATIONS

August 24, 1960

PLANT AND OPERATIONS MEMORANDUM NO. 55

Reimbursements to General Services Administration for Services
and Facilities Incident to the Use and Occupancy of Space

There is attached a copy of Transmittal Letter No. 2-24 to Title 2 of the Regulations of the General Services Administration which revises and restates, effective July 1, 1960, Exhibit 8, Appendix C to GSA Reg. 2-II-304.04, "Principles Governing the Financing, Management and Servicing of Buildings." This exhibit, as indicated, provides policy statements as to which facilities and services will be furnished by the General Services Administration in buildings under the control of that Agency and the cost of which facilities and services will be reimbursed by the agencies.

The Independent Offices Appropriation Act, 1961, Public Law 86-626, supplements the revised Exhibit 8 by the following proviso:

"Appropriations available to any department or agency during the current fiscal year for necessary expenses, including maintenance and operating expenses, shall also be available for reimbursement to the General Services Administration for those expenses of renovation and alteration of buildings and facilities which constitute public improvements, performed in accordance with the Public Buildings Act of 1959 (73 Stat. 479) or other applicable law."

The General Counsel of the Department has considered the revised Exhibit 8 in the light of the limitations contained in Department appropriations, other applicable laws and the above quoted proviso in Public Law 86-626. Based upon his opinion, previous interpretation and policy considerations, the following general guide lines are established:

- A. Funds of the Department agencies are generally available during the fiscal year 1961, except as set forth in "B" hereof, to reimburse the General Services Administration for:
 1. Rent, services, facilities, building equipment, alterations, repairs and betterments of Federally-owned or leased buildings operated by the General Services Administration on a reimbursable basis.
 2. Services, facilities, building equipment, alterations, repairs and betterments for which specific authorization for payment is provided in Department's appropriation acts or other applicable law.

(1) *Handwritten signature and initials*
5

AUG 24 1960

PLANT AND OPERATING EXPENSES NO.

Administration for Services
Incident to the Use and Occupancy of Space

Transmitted a copy of Transmittal Letter No. 2-24 to Title 2 of the Code of Federal Regulations, effective July 1, 1960, Exhibit 8, Appendix C to GSA Reg. 101-11.6, "Plant and Operating Expenses." This exhibit, as indicated, provides policy statements as to which facilities and services will be furnished by the Agency and the cost of which facilities and services will be reimbursed by the agencies.

The Independent Offices Appropriation Act, 1961, Public Law 86-636, supplements the revised Exhibit 8 by the following provision:

"Appropriations available to any department or agency during the current fiscal year for necessary expenses, including maintenance and operating expenses, shall also be available for reimbursement to the General Services Administration for those expenses of renovation and alteration of buildings and facilities which constitute public improvements, performed in accordance with the Public Buildings Act of 1959 (73 Stat. 479) or other applicable law."

The General Counsel of the Department has considered the revised Exhibit 8 in the light of the limitations contained in Department appropriations, other applicable laws and the above quoted provision in Public Law 86-636. Based upon his opinion, previous interpretation and policy considerations, the following general guide lines are established:

A. Funds of the Department agencies are generally available during

1. Rent, services, facilities, building equipment, alterations, repairs and betterments of Federally-owned or leased buildings operated by the General Services Administration on a reimbursable basis.

repairs and betterments for which specific authorization for payment is provided in Department's appropriation acts

3. Services, facilities, building equipment, and minor alterations, repairs and betterments over and above those normally provided by the General Services Administration.
 4. Space adjustments for scientific, laboratory, or other specialized purposes or for special equipment; such alterations, repairs and betterments as are incident to the installation of such equipment; and for services required by the special nature of the installation.
 5. Equipment (other than building equipment for normal space use) and furniture and furnishings (except air conditioning, fans, and water cooling units, not required for scientific, laboratory or other specialized purposes).
 6. Alterations, repairs, and betterments other than those set forth in "3" and "4" above, when the General Services Administration certifies its funds are inadequate.
- B. Funds of the Department agencies are not available, in absence of specific legislative authorization, to reimburse General Services Administration for:
1. Air conditioning, fans, and water cooling units for normal, as contrasted to specialized, purposes (See "A.5" above)
 2. Guard service, either for normal or other than normal purposes.
 3. Rent for space in the District of Columbia.
 4. Rent for space where rental responsibility has been transferred to General Services Administration by budgetary adjustment.
 5. Rent, services, facilities, building equipment, alterations, repairs and betterments, when General Services Administration has been advised on GSA Form 1357 of anticipated needs. (See Plant and Operations Memorandum No. 34, Revised)
 6. Facilities, services and building equipment, necessary for normal use in Federal buildings and in leased buildings occupied on a nonreimbursable basis.
 7. Facilities, services, and building equipment, necessitated by moves ordered by General Services Administration.
 8. Items furnished uniformly throughout buildings such as utilities, cleaning, etc.

Service. Facilities for the use of the General Services Administration.

The following items are included in the list of items to be furnished by the General Services Administration:

2. Equipment (other than building equipment for normal space) such as: heating, ventilation, air conditioning, and water cooling units, not required for scientific, laboratory or other specialized purposes).
3. Alterations, repairs, and replacements other than those set forth in 2 and 4 above, when the General Services Administration certifies its funds are inadequate.

When the General Services Administration is unable to reimburse General Services

for the cost of the items listed in 2 and 3 above, the General Services Administration shall be reimbursed by the agency for the cost of the items listed in 2 and 3 above.

When the General Services Administration is unable to reimburse General Services for the cost of the items listed in 2 and 3 above, the General Services Administration shall be reimbursed by the agency for the cost of the items listed in 2 and 3 above.

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When the General Services Administration is unable to reimburse General Services for the cost of the items listed in 2 and 3 above, the General Services Administration shall be reimbursed by the agency for the cost of the items listed in 2 and 3 above.

3. Items furnished uniformly throughout buildings such as utilities, cleaning, etc.

As a general rule, the funds of most agencies are not specifically available for the items in "B". If an agency believes its funds can be used, confirmation of legal availability should be obtained from the General Counsel before authorizing reimbursement. In connection with "A.6" above, we are asking General Services Administration how agencies are to be assured that no funds are available in the General Services Administration for these items. We, therefore, request that no reimbursement be authorized for such items until this point is clarified.

As a further clarification there is also attached a listing indicating which agency has the responsibility for providing commonly used items. This listing is, likewise, general in nature and must be used with the above policy statements as a guide.

As will be noted, the revised regulation and the legislation has considerably broadened the number of items for which agencies may reimburse General Services Administration. As a matter of policy, General Services Administration should generally provide many of the facilities and does include funds for such items in its estimates. ~~Therefore, to the extent that agency funds are expended they will augment General Services Administration appropriations and deplete those of the agency which are procured for other uses.~~

etc. However, in all cases the expenditures must be solely for the purpose of the programs of the agency; thus, one agency could not pay for a revision of a building electrical system solely to provide lights in its space in a multiple-agency occupied building. In the interest of ultimate savings to the Government, the installation of lights, flooring, etc. must conform to General Services Administration's design standards for the particular building, and isolated areas, in absence of compelling justification, should not be selected for improvement.

Until more experience is gained in the use of the broader authorities, the Department believes extreme care is necessary to avoid use of Department funds to augment unnecessarily those of the General Services Administration. Therefore, in buildings controlled by General Services Administration outside of the District of Columbia, the agencies may authorize expenditures covered by "A.6" if within the guide-lines outlined above and the total estimated expenditure is not in excess of \$1,000. Above that amount and in the District of Columbia, all requests for lighting, acoustical treatment and floor coverings shall be submitted to the Real Estate Division of this office with justification for approval, prior to being forwarded to the General Services Administration.

Attention is also called to the provisions of the second paragraph of 4 AR 62a and 4 AR 89g which require prior approval by the Office of Plant and Operations of major alterations in General Services Administration controlled buildings.

This memorandum supersedes the provisions of the first paragraph of 4 AR 62a, 4 AR 62b and certain items in 4 AR 89; however, in light of the fact that the proviso in Public Law 86-626 is limited to the fiscal year 1961, we cannot at this time restate these regulations.

J. R. Mangham

Attachments

Director of Plant and Operations

Washington 25, D. C.

December 2, 1959

REGULATIONS OF THE GENERAL SERVICES ADMINISTRATION
TITLE 2, REAL PROPERTY MANAGEMENT

To: Heads of Federal Agencies

1. Material Transmitted

Transmitted herewith is revised Exhibit 8, Appendix C, Title 2, Real Property Management, Regulations of the General Services Administration. This material has been reviewed by the General Accounting Office and the Bureau of the Budget and their recommendations are included.

2. Nature of Revision

Exhibit 8, Appendix C, is revised to provide current information concerning the servicing and financing of office and other buildings under the custody of the General Services Administration.

The principal changes made herein are as follows:

- a. A restatement of policy to distinguish between the respective responsibilities of GSA and other agencies and to extend coverage to include repairs, betterments, and alterations.
- b. A rearrangement of the subject matter to provide a more clearly understandable presentation of the policies involved.
- c. The addition of definitions in an attempt to clarify the terms used and to bring the document in line with the Public Buildings Act of 1959.
- d. To emphasize specifically the statutory requirements with respect to the financing of public improvements as set forth in Comptroller General's Decision B-138598 of May 13, 1959.
- e. To bring into focus the responsibilities of agencies in obtaining authority for the use of their own funds for certain reimbursable services.

3. Inquiries

The principles contained in this material are being included as a part of the appropriation estimates for the General Services Administration for fiscal year 1961. Any inquiries in connection with this issuance

should be directed to the designated Agency Services Coordinator, Office of Buildings Management, Public Buildings Service, General Services Administration, Washington 25, D. C. (Telephone Code 183, extension 2980).

4. Page Changes

Remove

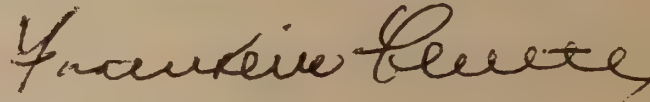
Exhibit 8, Appendix C
GSA Reg. 2-II-304.04
(10-28-55, 6-1-56, 7-9-59)

Insert

Exhibit 8, Appendix C
GSA Reg. 2-II-304.04
(12-2-59)

5. Effective Date

The provisions of revised Exhibit 8 are effective July 1, 1960.



FRANKLIN FLOETE
Administrator

Attachments

GENERAL SERVICES ADMINISTRATION
Washington 25, D. C.

PRINCIPLES GOVERNING THE FINANCING, MANAGEMENT,
AND SERVICING OF BUILDINGS

A. Policy. With respect to buildings under its control, the policy of General Services Administration, in providing space and related services to Federal agencies, is as follows:

1. GSA Responsibility.

(a) GSA shall be responsible, within the funds appropriated to it for such purposes, for:

(1) Providing general purpose space and related services necessary to meet the needs of tenant agencies.

(2) Making repairs, betterments, and alterations, and providing building equipment for occupant agencies in Government-owned buildings, except such space occupied or to be occupied by the Post Office Department in post office buildings where the services will be limited to repairs.

(b) The suitability of space for tenant agency use, the scope, degree, and level of service to be rendered to all agencies, and the adequacy of appropriations to GSA therefor will be for ultimate determination by GSA with due regard for agency program requirements.

2. Other Agencies' Responsibility. These include but are not limited to:

(a) To the extent that GSA appropriations are not adequate for providing necessary space and related services, other agencies shall be responsible for paying all or part of the costs thereof, providing their appropriations are legally available for the purpose.

- (b) It shall be the responsibility of tenant agencies to notify GSA in writing of any contemplated changes in occupancy, space use, or requirements for more than one shift operation, by submitting reports not later than August 31 of each year, as provided in GSA Reg. 2-II-202.00, to permit their consideration in annual appropriation estimates for GSA.
- (c) Occupant and tenant agencies shall also be responsible for services as outlined in C.3., below. When such services involve public improvements, as defined in B., below, the work may not be undertaken in the absence of an appropriation legally available for the purpose. (see 41 U.S.C. 12)
- (d) If new or additional rented space is required in the District of Columbia, for which GSA has not budgeted, specific authority for the payment thereof is required in the agency appropriation, or in other law clearly applicable to the appropriation to be charged, or through an appropriation for a purpose which clearly implies that the rental of a building or a part thereof is authorized by the Congress. (see 40 U.S.C. 34)

B. Definitions. For the purposes herein, the following definitions shall apply:

- 1. Buildings Under the Control of GSA. Buildings under the control of GSA comprise Government-owned and leased buildings, but exclude such buildings and construction projects:
 - (a) On the public domain (including that reserved for national forests and other purposes).
 - (b) On properties of the United States in foreign countries.
 - (c) On Indian and native Eskimo properties held in trust by the United States.
 - (d) On lands used in connection with Federal programs for agricultural, recreational, and conservation purposes, including research in connection therewith.

- (e) On or used in connection with river, harbor, flood control, reclamation or power projects, or for chemical manufacturing or development projects, or for nuclear production, research, or development projects.
 - (f) On or used in connection with housing and residential projects.
 - (g) On military installations (including any fort, camp, post, naval training station, airfield, proving ground, military supply depot, military school, or any similar facility of the Department of Defense).
 - (h) On Veterans Administration installations used for hospital or domiciliary purposes.
 - (i) Acquired by lease by Post Office Department for post office purposes.
 - (j) Acquired by lease by other Government agencies under authority delegated by GSA.
 - (k) Which the President may deem, from time to time hereafter, to be justified in the public interest.
2. General Purpose Space. Space in buildings under the control of GSA, including land incidental to the use thereof, which may be suitable for the use of agencies generally, as determined by GSA.
3. Special Purpose Space. Space in buildings under the control of GSA, including land incidental to the use thereof, which is wholly or predominantly utilized for the special purposes of an agency and not generally suitable for the use of other agencies, as determined by GSA.
4. Related Services. Related services include rent, operation, protection, maintenance, repair, betterment, and alteration of buildings, and initial adjustment of space; providing necessary building equipment; and moving tenant agencies when assigned to space at the direction of GSA.

5. Tenant Agency. Any agency occupying space in a building for which GSA has the responsibility for the functions of operation and maintenance.
6. Occupant Agency. Any agency occupying space in a building, under the control of GSA, for which GSA does not have the responsibility for the functions of operation and maintenance.
7. Maintenance. To preserve or keep in an existing state or condition; to prevent a decline from that state or condition by periodic or occasional inspection, adjustment, lubrication, cleaning and making necessary minor repairs. Ordinary maintenance is that routine recurring work which is incidental to everyday operations. Preventive maintenance is that work which is programmed at scheduled intervals.
8. Repair and Betterment. A repair is the restoration of a facility to a condition substantially equivalent to its original state and efficiency. The distinction is made that whereas maintenance is preventive, repairs are curative.

Repairs may involve replacement of component units in whole or in part where the new unit substituted is no better than the old one was when it was acquired. Routine and incidental replacements of parts constitute ordinary repairs; extensive replacements of parts constitute extraordinary repairs.

A betterment is a substitution where the new unit is better than the old one was when it was acquired. The term betterment may also include actions referred to as modernizations.

9. Space Adjustments. A rearrangement of space, or relocation of equipment, which does not increase building capacity or improve its quality. A space adjustment is made usually to accommodate a specific agency operation or to permit the most efficient use of space and facilities.
10. Alteration.
 - (a) Extension - An addition, enlargement, or expansion of an existing building which results in an increase in capacity.

- (b) Conversion - Includes the redesign, remodeling, and conversion of a building from one use to another, i.e., hospital or warehouse to office space.

11. Public Improvement. The term public improvement is of statutory origin and has a meaning peculiar to the law. (See section 3733, Revised Statutes, 41 U.S.C. 12). A public improvement is interpreted to include any alteration, and such betterments and extraordinary repairs as will appreciably prolong the life or increase the value of a building.
12. Legally Available (as applicable to funds). Specific agency appropriations are authorized for use for particular purposes, when there is (a) specific language therefor in an appropriation act or in a substantive statute to which the appropriation act is related or (b) adequate support for the use thereof in the legislative history of the appropriation act, notwithstanding the availability of general appropriations to GSA for similar purposes. Evidence of legal availability will be established, when required, by certification from the requisitioning agency to GSA.

C. Standard Practices in the Management and Servicing of Buildings. The following standard practices are prescribed for carrying out the policy as outlined in A., above. These practices, which are similar to those followed in commercial building operations, are the basis for GSA appropriation estimates.

1. General Conditions. Services and facilities made available to the agencies are subject to the following:
- (a) General purpose space and related services will be provided without cost to the tenant agencies occupying the buildings to the extent that current appropriations are adequate therefor.
 - (b) GSA financed services, as set forth herein, are generally provided for occupancy of the building during the usual business hours (one shift) of a five-day workweek, unless arrangements are made otherwise pursuant to A.2.(b).

- (c) Where air conditioning, fans and water cooling units are not furnished by GSA, such equipment may be purchased, and accountability thereto retained by the tenant agency, when its appropriation is legally available, and if approved by GSA. Where approval is given for installation of agency-owned equipment the agency shall reimburse GSA for installation, maintenance and repair. (For installation in the District of Columbia and area adjacent thereto, see 40 U.S.C. 317.)
 - (d) Funds for public improvements normally are appropriated to GSA and an agency may not finance the cost thereof in the absence of an appropriation legally available for the purpose.
2. GSA Financed Services. Subject to the general conditions above, the following services are provided by GSA without cost:
- (a) Installing, removing, and relocating partitions, and the physical moving of furniture and of office equipment within and between buildings when such services are required as a result of moves ordered by GSA in the assignment, reassignment, and control of space.
 - (b) Rent for leased quarters.
 - (c) Cleaning, including window washing and floor maintenance.
 - (d) Electric current, water, and heat.
 - (e) Normal protection or guarding.
 - (f) Operation, maintenance, and repair of elevators and electric, heating, air conditioning, ventilating, refrigeration, plumbing, and sewerage systems.
 - (g) Repair, betterment, alteration, and necessary building equipment in Government-owned buildings.
 - (h) Repairs to leased buildings and building equipment, including periodic painting.

- (i) Maintenance of grounds, including approaches, sidewalks, and roads.
 - (j) The furnishing and maintenance of building equipment, such as directory and bulletin boards at the main entrances, clocks, door closers, water coolers, electric outlets for normal office use, door keys and changing locks except for security purposes; door title cards and holders; and window shades or venetian blinds.
 - (k) Refinishing of floors and laying of floor covering, such as linoleum or tile.
3. Reimbursable Services. In accordance with the general conditions above, no provision is made in the appropriation estimates of GSA for the following services. Consequently, agencies should arrange to have funds therefor provided in their appropriations and GSA will furnish such services on a reimbursable basis (see Comptroller General's Decision B-138598 of May 13, 1959). Expenses of providing services of the types described in paragraphs (a), and (c) through (i) below may normally be reimbursed to GSA out of funds appropriated to tenant or occupant agencies without specific appropriation language or legislative history authorizing or supporting such expenditures, except as may be required by the provisions of section 3733 of the Revised Statutes (41 U.S.C. 12).
- (a) Services which are over and above the GSA financed services prescribed in C.2., and which are performed for the convenience of and at the request of tenant agencies, such as the installation, removal, and relocation of partitions, electric outlets, (subject to approval of Buildings Manager), the installation of annunciator and buzzer systems, and the moving of furniture and office equipment.
 - (b) Security guarding and protection of classified records and property, when specifically provided in an agency's appropriation.

- (c) Installations, operation, and maintenance of burglar alarms and other automatic protective devices and systems for security protection due to the special nature of an agency's activities.
- (d) Utilities for specialized installations, such as food storage, preparation, and serving in cafeterias and lunch stands (except authorized stands operated by the Blind), printing, duplicating, photographic plants, laboratories, electronic computers, machine installations, and the like.
- (e) Construction, installation, operation, maintenance, and repair of special equipment and space adjustments required in buildings as a result of such installations.
- (f) Construction, installation, and maintenance of exhibits.
- (g) Washing and polishing furniture and cleaning inside file cabinets, bookcases, desks, and other personal property.
- (h) Space adjustments in buildings for scientific, laboratory, or for other specialized purposes, including installation of ventilating and temperature and humidity control equipment.
- (i) Service of motion picture operators and other personnel required in the use of auditoriums and conference rooms.

4. Newly Constructed Buildings.

- (a) The following services and equipment are provided by GSA without cost to prospective occupants of new buildings constructed out of funds appropriated to GSA, including buildings acquired by Purchase-Contract arrangements under Title I, Public Law 519, 83rd Congress (68 Stat. 518):
 - (1) Payment of principal, interest, and taxes under purchase-contract.

- (2) The usual built-in and fixed building equipment, including courtroom equipment where applicable, and such miscellaneous items as directory and bulletin boards in public space, water coolers, wall fans, and venetian blinds.
 - (3) Moving and installation of existing special equipment, such as laboratory, clinical, and protection equipment.
 - (4) Moving of furniture, furnishings, and office equipment in use to temporary space or new buildings.
 - (5) Space for interim occupancy for agencies temporarily displaced to make way for construction.
- (b) To the extent their needs are made known by prospective occupants, it is the policy of GSA to include built-in and fixed equipment for laboratory, clinical, and other purposes, levelators and platform scales.
5. Furniture and Furnishings. Each agency, unless otherwise provided by statute, will be responsible for financing its furniture and furnishings requirements at all locations. In this connection, to the maximum extent practicable, requirements shall be met from excess stock including rehabilitated equipment, even though such items may not conform to present standards.

FISCAL RESPONSIBILITY FOR FURNISHING SPACE, SERVICES AND
FACILITIES IN BUILDINGS UNDER GENERAL SERVICES ADMINIS-
TRATION CONTROL (1) (2)

<u>Item</u>	<u>Exclusive GSA</u>	<u>Joint (3)</u>	<u>Exclusive Agency</u>
<u>Alterations, Repairs and Improvements</u>			
<u>Acoustical Treatment</u>			
Normal (PL 86-626) C-2(g) C-3(a)		X	
Specialized C-3(e) (h)			X
Building Maintenance C-2 (f) (g) . . .	X		
Building Systems (Electrical, Elevator, Heating, Plumbing, Refrigeration, Sewage, Ventilating) C-2 (f) (g) . . .			
	X		
Electrical			
Lights			
Normal Use (PL) C-2(g), C-3(a)		X	
Specialized C-3(e) (h)			X
Outlets			
Normal C-2 (j)	X		
Above normal (PL) C-3(a)		X	
Specialized C-3(e) (h)			X
External Maintenance C-2(i)	X		
Floor & Floor Coverings PL			
Normal C-2(k) C-3(a)		X	
Specialized C-3(c) (h)			X
Painting C-2(h)			
Normal C-2(h)	X		
Out of Schedule C-3(a)		X	
Specialized C-3(e) (h)			X
Partitions			
GSA Ordered Moves C-2(a)	X		
Normal C-3(a) PL		X	
Specialized C-3 (e) (h)			X
Structural Alterations			
Normal C-2(g)	X		
Above Normal C-3(a) PL		X	
Specialized C-3(e) (h)			X

1. [illegible]

2. [illegible]

3. [illegible]

4. [illegible]

5. [illegible]

6. [illegible]

7. [illegible]

8. [illegible]

9. [illegible]

10. [illegible]

11. [illegible]

12. [illegible]

13. [illegible]

14. [illegible]

<u>Item</u>	<u>Exclusive GSA</u>	<u>Joint (3)</u>	<u>Exclusive Agency</u>
<u>Equipment</u>			
Air Conditioning			
Normal Use C-1(c)	X		
Specialized C-3(h)			X
Agency-Owned			
Installation & Connection C-3(e)(h)			X
GSA Ordered Move		X	
Repair and Maintenance C-3(e)			X
Bulletin and Directory Boards			
Main Entrance C-2(j)	X		
Other C-3(e)			X
Buzzers and Annunciators C-3(a)			X
Clocks C-2(j)			
Normal	X		
Above Normal		X	
Door Closers C-2(j)	X		
Door Key and Locks			
Normal C-2(j)	X		
Agency Security C-3(c)			X
Door Title Card & Holders			
Normal C-2(j)	X		
Specialized C-3(a)			X
Drapes C-5			X
Exhibits C-3(f)			X
Fans			
Normal C-1(c)	X		
Specialized Facilities C-3(e)(h)			X
Fire Prevention C-2(e)			
Normal	X		
Specialized C-3(e) (h)			X
Furniture C-5			X
Laboratory & Built-in Equipment			
New Federal Buildings			
If Notified C-4(b)	X		
If Not			X
Other C-5			X

1. The first part of the report is devoted to a general survey of the situation in the country.

2. The second part of the report is devoted to a detailed analysis of the economic situation in the country.

3. The third part of the report is devoted to a detailed analysis of the social situation in the country.

4. The fourth part of the report is devoted to a detailed analysis of the political situation in the country.

5. The fifth part of the report is devoted to a detailed analysis of the cultural situation in the country.

6. The sixth part of the report is devoted to a detailed analysis of the international situation in the country.

7. The seventh part of the report is devoted to a detailed analysis of the military situation in the country.

8. The eighth part of the report is devoted to a detailed analysis of the diplomatic situation in the country.

9. The ninth part of the report is devoted to a detailed analysis of the foreign trade situation in the country.

10. The tenth part of the report is devoted to a detailed analysis of the financial situation in the country.

11. The eleventh part of the report is devoted to a detailed analysis of the budget situation in the country.

<u>Item</u>	<u>Exclusive</u> <u>GSA</u>	<u>Joint (3)</u>	<u>Exclusive</u> <u>Agency</u>
<u>Equipment (Continued)</u>			
Office Machines C-5			X
Security Devices			
Normal C-2(j)	X		
Agency Security C-3(c)			X
Shades & Blinds C-2(j)	X		
Ventilating Equipment			
Normal C-1(c)	X		
Specialized C-3(e) (h)			X
Water Coolers			
Normal C-1(c) C-2(j).	X		
Specialized C-3 (e)(h)			X
<u>Rental</u>			
District of Columbia A-2(d)	X		
Field			
Anticipated C-2(b).	X		
GSA Ordered Move C-4(a)(5),C-2(a).	X		
Non-anticipated C-3(a) A-2(b).			X
<u>Services</u>			
Cleaning (Janitor & Char)			
Normal C-2(c)	X		
Extra Shift A-1(b)			X
Agency-Owned Equipment C-3(g)			X
Guard C-2(e) (C-3(b) usable only in accordance with special authority)			
Moving			
GSA Ordered D-2(a), C-4(a)(3)(4).	X		
Other C-3(a).			X
Motion Picture and Public Address			
System Operators C-3(i)			X
Window Washing C-2(c)	X		
<u>Utilities</u>			
Electricity, Fuel, Gas, Steam,			
Water C-2(d)	X		

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(1) All items are reimbursable if:

- a. Building is operated on a reimbursable basis.
- b. Space is leased and the rental is reimbursable.

(2) Notations following items:

PL Public Law 86-626 (Ind. Offices Apprn. Act, 1961)

Other References to appropriate section of Exhibit 8, Appendix C
 to GSA Reg. 2-II-304.04.

(3) Agency funds available only when General Services Administration
advises its funds are inadequate.

1. The first part of the report is devoted to a general survey of the situation in the country.

- The second part contains a detailed description of the various regions and their characteristics.
- The third part deals with the economic situation and the progress of the various industries.

The fourth part is devoted to the social situation and the progress of the various social reforms.

The fifth part contains a summary of the main results of the survey and the conclusions drawn therefrom.

The sixth part is devoted to the statistical data and the various tables and charts illustrating the results of the survey.

The seventh part contains a list of the names of the various persons and institutions who have assisted in the preparation of the report.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

MAR 17 1961

PLANT AND OPERATIONS MEMORANDUM NO. 56

President's Committee on Equal Employment Opportunity

There is attached a copy of Executive Order 10925 "Establishing the President's Committee on Equal Employment Opportunity" (26 FR 1977). Section 301 prescribes a revised non-discrimination provision which shall be included in Government contracts entered into subsequent to April 5, 1961. This will require that invitations for bid, now outstanding, where award will be made after April 5, 1961, must be amended to incorporate the revised provision.

Departmental Regulations implementing the Executive Order will be issued upon receipt of implementing instructions from the Committee, Secretary of Labor, and Administrator of General Services Administration. In the interim, agencies are to comply with the instructions in the Executive Order. Any problems in this regard should be referred to the Procurement and Property Management Division, Office of Plant and Operations.

L. J. Mangham
Director

Attachment



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

April 7, 1961

PLANT AND OPERATIONS MEMORANDUM NO. 56, SUPPLEMENT 1

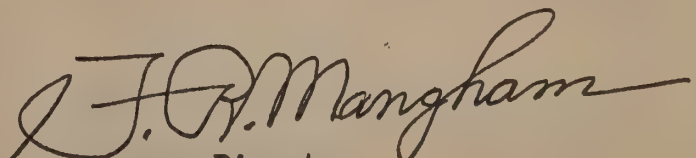
PRESIDENT'S COMMITTEE ON EQUAL EMPLOYMENT OPPORTUNITY

Executive Order 10925, "Establishing the President's Committee on Equal Employment Opportunity", prescribes a revised nondiscrimination provision which shall be included in Government contracts entered into subsequent to April 5, 1961.

Pending revision of the standard contract forms, printed copies of the revised nondiscrimination provision will be available from Central Supply Section, Service Operations Division, after April 10, 1961. New posters complying with the Executive Order are not yet available for distribution.

Pending further implementation of the Executive Order, the abbreviated nondiscrimination provision prescribed by 5 AR 128 for purchase order Form AD-38 may continue to be used thereon and small purchase forms such as Standard Form 44 need not include the provision.

Any questions concerning this matter should be referred to Mr. Gunther, Extension 4071, Procurement and Property Management Division.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

April 28, 1961

PLANT AND OPERATIONS MEMORANDUM NO. 56, SUPPLEMENT 2

PRESIDENT'S COMMITTEE ON EQUAL EMPLOYMENT OPPORTUNITY

Based on informal advice of the General Counsel of the President's Committee on Equal Employment Opportunity, the following policies are to be followed in implementing Executive Order 10925 pending receipt of formal regulations from the Committee.

Existing exemptions for classes of contracts from requirements for inclusion of a nondiscrimination provision in Government contracts pursuant to Executive Order 10749 (18 F.R. 4899), and Executive Order 10557 (19 F.R. 5655) may be continued on an interim basis. The effect of this is to say that for the time being the only change in our contracting procedure will be to include the revised nondiscrimination provision in those contracts where we were formerly required to include a nondiscrimination provision. New posters have not been received nor have report forms been developed as contemplated by the Executive Order 10925. Any posters on hand or report forms used in connection with the previous program of the Committee on Government Contracts may be destroyed.

Any questions regarding this memorandum may be referred to the Procurement and Property Management Division, Office of Plant and Operations.


Acting Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

June 28, 1961

PLANT AND OPERATIONS MEMORANDUM NO. 56, SUPPLEMENT 3

PRESIDENT'S COMMITTEE ON EQUAL EMPLOYMENT OPPORTUNITY

1. Availability of Posters. The "Nondiscrimination Posters" required by Executive Order 10925 and "Notice to Labor Unions or Other Organizations of Workers" for use by contractors as required by the nondiscrimination clause now are available in all GSA Stores Depots. The stock number and description of these items are as follows (the poster is available in two sizes):

7530-338-5437, Nondiscrimination Poster, 12 $\frac{1}{2}$ "x18 $\frac{1}{4}$ "
7530-338-5448, Nondiscrimination Poster, 8 $\frac{1}{2}$ "x12"
7540-823-7871, Standard Form 38, "Notice to Labor
Unions or Other Organizations of
Workers"

The two sizes of posters are for the convenience of contractors in adjusting to available display space. It is suggested that the 8 $\frac{1}{2}$ "x12" size poster generally be furnished unless the larger size is requested by the contractor.

2. Transmittal to Contractors. Posters and Standard Forms 38 shall be sent to the contractor along with the notification of contract award with a notice substantially as follows:

"NOTICE TO CONTRACTORS

"Attached is a nondiscrimination poster. In accordance with the terms of your contract the poster is to be displayed in all employment offices, on bulletin boards and other conspicuous places available to employees and applicants for employment. The poster must be similarly displayed by subcontractors and you are required to furnish such posters to your subcontractors. Additional copies of the poster may be obtained from the contracting officer.

"Attached also is Standard Form 38, 'Notice to Labor Unions or Other Organizations of Workers.' You are required to complete, sign and furnish this notice to each labor union or organization of workers with which you have a collective bargaining agreement or other contract of understanding. You must also require any subcontractors to execute and furnish this notice in the same manner to each labor union or organization of workers with which they may have a collective bargaining agreement or other contract of understanding. This notice must be posted in

(Continued)

all employment offices, on bulletin boards and other conspicuous places available to employees and applicants for employment and must be similarly displayed by subcontractors. Additional copies of the notice may be obtained from the contracting officer.

"'Subcontractor' as used herein means any first tier subcontractor, i.e., any contractor holding a contract with the prime contractor calling for supplies or services required for the performance of the Government prime contract."

This notice to contractors should be reproduced locally pending development of a standard notice for Government-wide use.

3. Reporting Noncompliance. Instances where the contractor or subcontractor is unable or unwilling to post the nondiscrimination poster, or is unable or unwilling to furnish the required notice to the labor unions or other organizations of workers or where the labor union or other organization of workers have refused or otherwise declined to accept such notice from the contractor, shall be reported to the Office of Plant and Operations. In making such report, the contracting agency shall indicate what action it is taking or has taken in the matter.
4. Contracts Affected. The nondiscrimination poster and notice shall be furnished to all contractors with whom contracts have been executed on or after April 5, 1961, and which have not been completed. Existing exemptions as outlined in Supplement 2 of this Memorandum may be continued on an interim basis, pending receipt of rules and regulations promulgated by the Committee.
5. Interpretation of Section 301 of Executive Order 10925. For guidance in administering the nondiscrimination provision as it relates to solicitations or advertisements for employees, there follows a Committee interpretation of Section 301 of Executive Order 10925 (26 F.R. 5623, June 23, 1961):

"The President's Committee on Equal Employment Opportunity interprets the requirements of contract provision (2) of section 301 of Executive Order 10925 of March 6, 1961 (26 F.R. 1977), relating to solicitations or advertisements for employees on public contracts as being satisfied whenever the contractor or subcontractor does any of the following:

"(a) States expressly in the solicitations or advertising that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin;

"(b) Uses display advertising, and the advertising includes an appropriate insignia prescribed by the Committee. The use of the insignia is considered subject to the provisions of 18 U.S.C. 701.

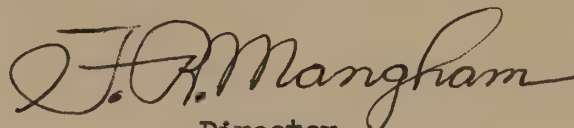
(Continued)

"(c) Uses a single advertisement, and the advertisement is grouped with other advertisements under a caption which clearly states that all employers in the group assure all qualified applicants equal consideration for employment without regard to race, creed, color, or national origin.

"(d) Uses single advertisement in which appears in clearly distinguishable type the phrase 'an equal opportunity employer.'"

6. Literature. Information has been received from the Committee that a leaflet reprinting Executive Order 10925 and listing the names of Committee members is available without charge. Also, the films produced by the old Committee on Government Contracts -- "Commencement" and "The New Girl" -- are available from the Committee. These may be obtained through the Office of Plant and Operations. Other literature of the Committee on Government Contracts and the Committee on Government Employment Policy is out of date and should be destroyed. New literature will be prepared in the near future.

Any questions regarding this Memorandum should be referred to the Procurement and Property Management Division, Office of Plant and Operations.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

July 31, 1961

PLANT AND OPERATIONS MEMORANDUM NO. 7-1

Equal Employment Opportunity

There is reproduced on the reverse hereof a memorandum from the Executive Director, President's Committee on Equal Employment Opportunity, which is self-explanatory. Please submit your list to this office by not later than August 11, 1961.

Any questions concerning this memorandum may be referred to V. S. Gunther, Procurement and Property Management Division, Extension 4071.

J. H. Mangham
Director



President's Committee on
Equal Employment Opportunity

July 24, 1961

MEMORANDUM

TO : All Contract Compliance Officers

FROM : *Sealed*
John G. Feild
Executive Director

SUBJECT: Study of Problems Relating to Utility Contracts

At its meeting on July 12, 1961, the Committee approved the recommendations of the Subcommittee on Franchise Industries to conduct a study of problems in connection with the negotiation of public utility contracts due to the requirements of Executive Order 10925.

The experience of the contracting agencies in this area is basic to this study. It is therefore requested that you furnish to the Committee, by August 15, 1961, a list of utility companies with which difficulties have been or are being encountered by your agency in negotiating contracts due to the nondiscrimination requirements.

The list should contain companies which:

1. Have requested (including request, under previous Executive Orders) or are requesting an exemption, in whole or in part, from the nondiscrimination provisions;
2. Have been or are furnishing services under the regulations of the General Accounting Office (PERMISSIVE NON-USE OF CONTRACTS).
3. Have accepted contracts in the past containing the nondiscrimination provisions in whole or in part, but are currently refusing to accept contracts containing the nondiscrimination provisions under Executive Order 10925.
4. Have refused in the past or are currently refusing to accept contracts or other instruments containing the nondiscrimination provisions;

The experience of your agency with each company listed should be briefly summarized. Such summary should describe the problem, the manner in which it was resolved, if at all, and indicate whether the services that were or are being provided by the company are pursuant to tariffs established by regulatory agencies.

A master list will be compiled from the lists received from the agencies. This list will be circulated to your agency with the request that you supply information on the dollar value of contracts or services performed by any of these utilities for fiscal year 1961. This advice is being given to you at this time in order that you may take necessary steps to develop such information.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OFFICE OF PLANT AND OPERATIONS

September 20, 1961

PLANT AND OPERATIONS MEMORANDUM NO. 56, SUPPLEMENT 5

Equal Employment Opportunity

Regulations of the President's Committee on Equal Employment Opportunity (26 F.R. 6585, 6586), effective July 21, 1961, contain the following provisions in section 60-1.3(b)(4) relative to Government bills of lading:

"Government bills of lading in any amount are subject to the Order Executive Order 10925, and the nondiscrimination provisions may be incorporated therein by reference. When acting pursuant to such bills of lading, carriers shall be exempt from complying with paragraphs 3 through 7 of the contract clauses contained in section 301 of the Order unless otherwise specifically ordered by the contracting agency or the Executive Vice Chairman."

The provisions presently included on the back of the U. S. Government bill-of-lading forms as Condition 9 are based on Executive Order 10557 (19 F.R. 5655), which has been revoked by Executive Order 10925.

In view of the provisions of Executive Order 10925, the Comptroller General has determined, B-109776 dated September 1, 1961, that reference to section 301 of Executive Order 10925 must be incorporated in bills of lading, and has prescribed that the following language, either typewritten, rubber stamp, or other similar impression, shall be placed thereon prior to issuance:

"EQUAL EMPLOYMENT OPPORTUNITY.

Condition 9 hereof is revised as follows: The contract clauses in Sec. 301 of Executive Order 10925 (26 F.R. 1977) are incorporated herein, but carriers are exempted from paragraphs 3-7 thereof unless otherwise specifically ordered (26 F.R. 6586, Sec. 60-1.3(b)(4))."

Accordingly, Department agencies shall take the necessary steps to implement this requirement as promptly as possible.

It is contemplated that the next revision of the Government bill-of-lading forms will include suitable provisions under Executive Order 10925 and implementing regulations.

Any questions concerning this memorandum may be referred to the Procurement and Property Management Division, Extension 4071.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

December 19, 1961

PLANT AND OPERATIONS MEMORANDUM NO. 56, SUPPLEMENT 6

Equal Employment Opportunity

The President's Committee on Equal Employment Opportunity has amended, effective December 14, 1961, Part 60-1 (26 F.R. 11974) of the Rules and Regulations of the Committee by making miscellaneous changes. These changes are set forth below for your information.

1. Defines "Standard commercial supplies" as used in the Regulations.
2. Exempts contracts, subcontracts, and purchase orders not exceeding \$100,000 for standard commercial supplies or raw materials from the requirements of section 301 of the Order.
3. Deletes the previous exemption of combinations of subcontracts by a subcontractor under the same principal contract, none of which exceed \$10,000 or in the aggregate \$50,000 from the submission of compliance reports.
4. Exempts contracts and other transactions providing for the sale of Government real and personal property where no appreciable amount of work is involved from the requirements of section 301 of the Order.
5. The requirements for contractors and subcontractors to file compliance reports will be in accordance with the instructions attached to the official compliance report form.

At a meeting of Compliance Officers held on December 8, 1961, Executive Director John G. Field discussed these changes in the Regulations together with certain changes in the Compliance Report, and procedures for filing compliance reports by prime and first-tier subcontractors. A summary of the pertinent changes affecting the submission of compliance reports and action that must be taken promptly as a result thereof is being transmitted to agency compliance officers today.

Any questions concerning this memorandum may be referred to Mr. Gunther, Procurement and Property Management Division, Extension 4071.



Acting Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

JUL 16 1963

PLANT AND OPERATIONS MEMORANDUM NO. 56, SUPPLEMENT 7

Equal Employment Opportunity

The following directive, applicable to all contracting activities of the Department, has been received from the Executive Vice Chairman of the President's Committee on Equal Employment Opportunity:

"Order No. C-11, July 3, 1963

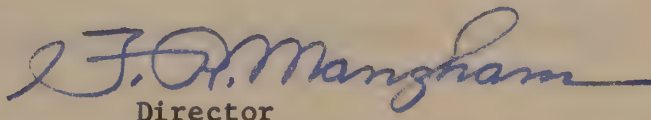
"Under the authority vested in me by Section 102(e) of Executive Order 10925 and by Section 60-1.63 of the rules and regulations of the President's Committee on Equal Employment Opportunity your attention is directed to Executive Order 11114 of June 22, 1963 (28 Fed. Reg. 6486, June 25, 1963). Section 201 of that Order contains a number of amendments to the equal employment opportunity provisions for government contracts set forth in Section 301 of Executive Order 10925 of March 6, 1961.

"Section 303 of Executive Order 11114 directs that the amendments to the contract provisions shall be effective immediately. Therefore, the amended provisions should be included in new invitations for bids. Outstanding invitations for bids should be amended, where time permits, to conform to the amended provisions. Where time does not permit or where invitations for bids have already been opened, the indicated low bidder should be requested to accept the amended provisions. If such low bidder refuses to accept the amendments, and if the award is nevertheless made to him, this office should be notified of the bidder's refusal."

Report any bidder's refusal to accept the amended provision to the Department Contract Compliance Officer, Office of Plant and Operations.

Form AD-369, Nondiscrimination in Employment, has been promulgated for optional use by agencies to incorporate the amended nondiscrimination provision in invitations, in lieu of the present provisions of Standard Forms 19, 23A, and 32. This new form is stocked by the Central Supply Section.

Refer any questions concerning this memorandum to Mr. T. M. Baldauf, Ext. 3937.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

SEP 20 1963

PLANT AND OPERATIONS MEMORANDUM NO. 56, SUPPLEMENT 8

Equal Employment Opportunity

Revised regulations of the President's Committee on Equal Employment Opportunity (28 F.R. 9812), effective September 6, 1963, contain the following provision in section 60-1.3 relative to Government bills of lading:

"(a) Government Contracts. Each contracting agency shall include the equal opportunity clause in each of its Government contracts (including modification thereof) which is not exempt from the requirements of the clause. Government bills of lading may incorporate by reference the equal opportunity clause."

Condition 9 on the Government bill of lading was revised on February 1, 1962 (see 5 GAO, Transmittal Sheet 5-12), incorporating the provisions of section 301 of Executive Order 10925 by reference. However, under date of June 22, 1963, Executive Order 10925 was amended by Executive Order 11114 (28 F.R. 6485). Consequently, pending receipt of applicable GAO regulations, the following clause is prescribed for use on all Government bills of lading whether or not Standard Form 1103 is used:

"EQUAL EMPLOYMENT OPPORTUNITY.

The provisions of Section 301 of Executive Order 10925, as amended, relative to equal employment opportunity for all persons without regard to race, creed, color or national origin, are incorporated herein."

Where Standard Form 1103 is used, Condition 9 thereof is to be deleted and the above clause substituted. This may be done by an introductory statement, such as "Condition 9 is revised as follows: (quote provision)." A rubber stamp or typewritten notation may be used. (NOTE: A previous modification of Condition 9 now imprinted on currently available Standard Form 1103 also shall be deleted prior to use.)

Department agencies shall implement this requirement as promptly as possible.

Any questions concerning this memorandum may be referred to the Supply and Property Management Division, Extension 4581.

PURCHASING-CONTRACTING 7-1

UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

RECEIVED
JAN 10 1964
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C.

TO : DIRECTOR, FBI
FROM : SAC, NEW YORK
SUBJECT: [Illegible]
[Illegible text follows]

RE: [Illegible]
[Illegible text follows]

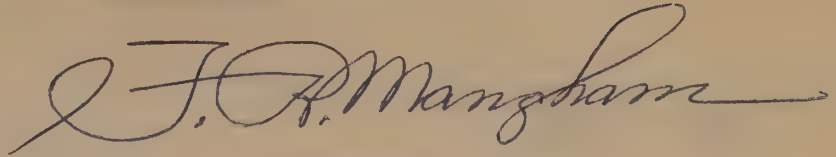
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[Illegible text follows]

[Illegible text follows]

[Illegible text follows]

Supplement 5 of this Memorandum is hereby superseded.

A handwritten signature in dark ink, reading "J. P. Mangham". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

NOV 9 - 1961

PLANT AND OPERATIONS MEMORANDUM NO. 57

Changes in Personnel Assignments

On Monday, November 13, 1961 the following changes in personnel assignments in the Office of Plant and Operations will be effective:

Mr. Mackey W. White will assume the position of Assistant Director, succeeding Mr. Terry J. McAdams who transferred to the State Department on September 17, 1961.

Mr. Clarence A. Salisbury becomes Chief of the Real Estate Division, succeeding Mr. White.

Both Mr. White and Mr. Salisbury are in Room 117-W and can be reached by telephone on extension 5225.

J. R. Mangham



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

On January 1, 1961 the following changes in personnel
will be effected in the Bureau of Plant Industry:

Mr. J. L. White will assume the position of Assistant
Director, succeeding Mr. Terry J. McGowan who transferred
to the Department on September 17, 1961.

Mr. J. L. White becomes Chief of the Real Estate
Section, succeeding Mr. White.

Mr. J. L. White will be in charge of the Real Estate
Section of the Bureau of Plant Industry.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OFFICE OF PLANT AND OPERATIONS

January 30, 1962

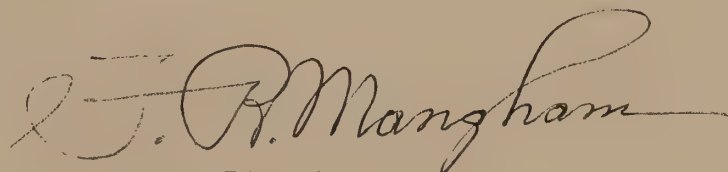
PLANT AND OPERATIONS MEMORANDUM NO. 58

Administrative Issuances

Responsibility for all matters relating to the establishment of Department procedures and standards for issuance of internal policy and procedural instructions was transferred to the Office of Plant and Operations under the provisions of Secretary's Memorandum No. 1477. Also transferred was the responsibility for the maintenance of Secretary's Memoranda and Administrative Regulations. In order to clarify the specific responsibilities within this office, the following assignments have been made:

1. The responsibility for the establishment of Department procedures and standards for issuance of internal policy and procedural instructions is assigned to Mr. C. E. Wylie, Assistant to the Director. Mr. Wylie will develop and coordinate the Department directives management program, working closely with the agencies. Mr. Wylie is located in Room 108-W, on Extension 7231.
2. The responsibility for the maintenance of Secretary's Memoranda and Administrative Regulations is assigned to the Secretary's Records Section. This includes review and clearance of proposed memoranda and regulations prior to signature. Mr. James H. Austin, Chief, Secretary's Records Section, will function in this activity, coordinating it with the processing and distribution functions already assigned that Section. Mr. Austin is located in Room 128-W, on Extension 3337.

These assignments will separate overall directives management responsibility from operational functions, allowing a greater concentration of effort in each area. Both functions will cooperate closely to maintain a high standard of administrative issuances.


Director

ADMINISTRATIVE ISSUANCES

Σελίδα

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

April 25, 1962

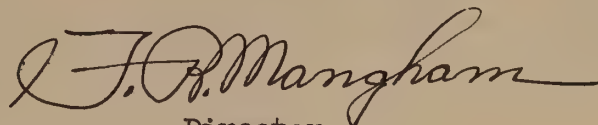
PLANT AND OPERATIONS MEMORANDUM NO. 59

Special Compliance Reports Required

Pursuant to the Rules and Regulations, as amended, of The President's Committee on Equal Employment Opportunity (26 F. R. 6585, 11974) issued pursuant to Part III of Executive Order 10925 of March 6, 1961 (26 F. R. 1977; 5 AR App. 134), the Committee may require the submission of special compliance reports by any bidder or prospective contractor prior to the award of the contract. By means of supplements to this Plant and Operations Memorandum, to be issued by the Chief, Procurement and Contract Management Division, agencies will be advised of the firms from whom such special compliance reports are to be required.

When a special compliance report is required, Standard Form 40 should be submitted to the Committee, in duplicate, in accordance with instructions on the form together with a cover letter advising that a contract award is being withheld pending the Committee's review and approval of the report.

Any questions concerning this memorandum should be referred to the Procurement and Contract Management Division, Extension 4071.


Director

1. The first part of the paper discusses the importance of the study of the history of the United States. It is argued that a knowledge of the past is essential for a full understanding of the present and for the development of a sound policy for the future. The author points out that the study of history is not only a means of acquiring knowledge, but also a means of developing the ability to think critically and to make sound judgments.

2. The second part of the paper discusses the importance of the study of the history of the United States. It is argued that a knowledge of the past is essential for a full understanding of the present and for the development of a sound policy for the future. The author points out that the study of history is not only a means of acquiring knowledge, but also a means of developing the ability to think critically and to make sound judgments.

3. The third part of the paper discusses the importance of the study of the history of the United States. It is argued that a knowledge of the past is essential for a full understanding of the present and for the development of a sound policy for the future. The author points out that the study of history is not only a means of acquiring knowledge, but also a means of developing the ability to think critically and to make sound judgments.

UNITED STATES DEPARTMENT OF AGRICULTURE
Washington, D.C. 20250

Office of Plant and Operations

September 20, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 59, SUPPLEMENT 11

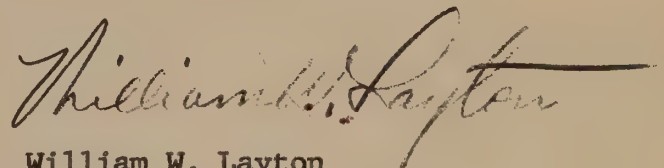
Special Compliance Reports Required

Pursuant to Order No. (C-14) of September 9, 1965 received from the President's Committee on Equal Employment Opportunity, the following firm is required to file a special compliance report prior to award of a contract:

CAPITOL CITY MANUFACTURING COMPANY
West Columbia, South Carolina

Allegations in a complaint have brought into question the company's compliance with basic requirements of the Executive Orders.

In accordance with Plant and Operations Memorandum No. 59, a special compliance report is required to be filed by this contractor. Such special compliance reports must be forwarded for review and approval by the President's Committee prior to awarding any contract.


William W. Layton
Contract Compliance Officer

Prepared by W. W. Layton

PROCUREMENT

Sent out

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

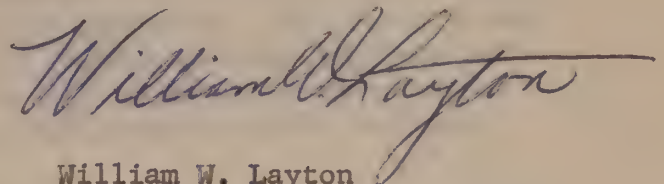
Office of Plant and Operations

October 14, 1965

PLANT AND OPERATIONS MEMORANDUM NO. 59, SUPPLEMENT 12

Special Compliance Reports Required

The President's Committee on Equal Employment Opportunity, by Order No. (C-15) of October 11, 1965, withdraws its Order No. (C-13) of July 30, 1965, requiring the approval by the Committee of a compliance report for Mohasco Industries, Incorporated prior to the award of any future contracts.



William W. Layton
Contract Compliance Officer

Processed for
Reproduction
By
Sec. Records Sect.
10-15-65

PROCUREMENT

()
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The following is a list of the
names of the persons who
were present at the meeting
held on the 1st of June 1900.

1. Mr. J. H. Smith

2. Mr. W. H. Jones

3. Mr. T. H. Brown

4. Mr. R. H. White

5. Mr. L. H. Green
6. Mr. M. H. Black
7. Mr. N. H. Grey
8. Mr. O. H. Blue
9. Mr. P. H. Red
10. Mr. Q. H. Yellow
11. Mr. R. H. Purple
12. Mr. S. H. Pink
13. Mr. T. H. Brown
14. Mr. U. H. Grey
15. Mr. V. H. Blue
16. Mr. W. H. Red
17. Mr. X. H. Yellow
18. Mr. Y. H. Purple
19. Mr. Z. H. Pink
20. Mr. A. H. Brown
21. Mr. B. H. Grey
22. Mr. C. H. Blue
23. Mr. D. H. Red
24. Mr. E. H. Yellow
25. Mr. F. H. Purple
26. Mr. G. H. Pink
27. Mr. H. H. Brown
28. Mr. I. H. Grey
29. Mr. J. H. Blue
30. Mr. K. H. Red
31. Mr. L. H. Yellow
32. Mr. M. H. Purple
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37. Mr. R. H. Red
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58. Mr. M. H. Red
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60. Mr. O. H. Purple
61. Mr. P. H. Pink
62. Mr. Q. H. Brown
63. Mr. R. H. Grey
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173. Mr. X. H. Pink
174. Mr. Y. H. Brown
175. Mr. Z. H. Grey
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181. Mr. F. H. Brown
182. Mr. G. H. Grey
183. Mr. H. H. Blue
184. Mr. I. H. Red
185. Mr. J. H. Yellow
186. Mr. K. H. Purple
187. Mr. L. H. Pink
188. Mr. M. H. Brown
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915. Mr. L. H. Pink
916. Mr. M. H. Brown
917. Mr. N. H. Grey
918. Mr. O. H. Blue
919. Mr. P. H. Red
920. Mr. Q. H. Yellow
921. Mr. R. H. Purple
922. Mr. S. H. Pink
923. Mr. T. H. Brown
924. Mr. U. H. Grey
925. Mr. V. H. Blue
926. Mr. W. H. Red
927. Mr. X. H. Yellow
928. Mr. Y. H. Purple
929. Mr. Z. H. Pink
930. Mr. A. H. Brown
931. Mr. B. H. Grey
932. Mr. C. H. Blue
933. Mr. D. H. Red
934. Mr. E. H. Yellow
935. Mr. F. H. Purple
936. Mr. G. H. Pink
937. Mr. H. H. Brown
938. Mr. I. H. Grey
939. Mr. J. H. Blue
940. Mr. K. H. Red
941. Mr. L. H. Yellow
942. Mr. M. H. Purple
943. Mr. N. H. Pink
944. Mr.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

June 12, 1962

PLANT AND OPERATIONS MEMORANDUM NO. 60

Referral of Secretarial Correspondence

PURPOSE. This memorandum sets forth certain basic procedures designed to implement the Memorandum to Heads of Department Agencies, signed by the Administrative Assistant Secretary, dated May 29, 1962, regarding referral of Secretarial correspondence.

AGENCY RESPONSIBILITY. As provided by the memorandum of May 29, agency heads have been delegated authority to reply to correspondence referred to them for appropriate action. Each agency should establish and maintain such controls and procedures as necessary to assure prompt handling of Congressional and other high level correspondence. The interim and final reply time limits continue to apply (Correspondence Manual, page 1-12.1, par. 2a(1)). Some correspondence will continue to move under pink jackets (Form AD-114), and present pink jacket control systems should be maintained.

Agency heads may judge that certain replies present policy issues or questions of importance which should be signed in the Secretary's Office. In such cases agencies should affix pink jackets and use existing procedures for this type of correspondence.

AGENCY AND STAFF OFFICE CLEARANCES. Agencies making direct replies should be cognizant of the interests and responsibilities of other agencies and staff offices, and formal clearances should be obtained where desirable.

In answering correspondence dealing with pending legislation particular care should be exercised to reflect accurately the Department's position. If the policy has not been determined in a legislative report submitted to the Congress, any reply concerning such pending legislation should be referred to the Office of the Secretary for approval or signature.

COPIES OF CONGRESSIONAL CORRESPONDENCE. On all Congressional correspondence originally addressed to the Secretary or anyone in the Office of the Secretary, an extra white copy on all replies is required. On pink



THE UNIVERSITY OF CHICAGO

DEPARTMENT OF THE HISTORY OF ARTS AND ARCHITECTURE

CHICAGO, ILL.

TO THE HONORABLE THE PRESIDENT OF THE UNIVERSITY OF CHICAGO

AND THE FACULTY OF THE HISTORY OF ARTS AND ARCHITECTURE

THE UNIVERSITY OF CHICAGO PRESS

CHICAGO, ILL.

THE UNIVERSITY OF CHICAGO PRESS

CHICAGO, ILL.

THE UNIVERSITY OF CHICAGO PRESS

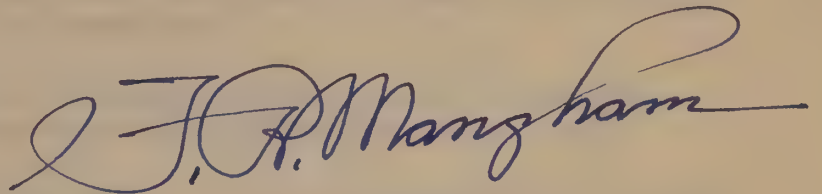
CHICAGO, ILL.



jackets the existing procedure should continue (Correspondence Manual, page 1-12.2, par. 3b). When the acknowledgment or reply is signed in the agency the extra white copy of the outgoing letter should be sent promptly to the Secretary's Records Section.

GUIDANCE. Questions with reference to content or level of signature of replies may be directed to the Correspondence Review Officer in the Office of the Secretary, extension 5744. Questions regarding reference and control procedures may be directed to the Secretary's Records Section, extension 3337.

CORRESPONDENCE MANUAL. Chapter 1(a) of the USDA Supplement to the Government Correspondence Manual will be revised to conform with these procedures.

A handwritten signature in blue ink, reading "J. R. Mangham". The signature is fluid and cursive, with a long horizontal stroke at the end.

Director

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OFFICE OF PLANT AND OPERATIONS

July 11, 1962

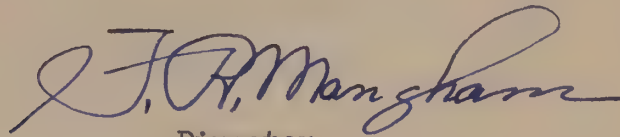
PLANT AND OPERATIONS MEMORANDUM NO. 61

Changes in Personnel Assignments

The following change in personnel assignment in the Office of Plant and Operations is effective immediately

Mr. C. E. Wylie, formerly Assistant to the Director,
is named Chief of the Records Management Division.

Mr. Wylie is located in Room 108-W, and can be reached on Extension 7231.


Director

EMPLOYMENT

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

September 18, 1962

PLANT AND OPERATIONS MEMORANDUM NO. 62

Contract Clauses Implementing Contract Work Hours Standards Act of 1962

The attached memorandum from the Solicitor of Labor provides instructions for initially implementing the Contract Work Hours Standards Act of 1962. These instructions shall be followed in lieu of those relating to this subject in 5 AR 213, 217, and 380. Instructions in 5 AR 421, dealing with enforcement of the present Eight-Hour Law, are inapplicable to contracts covered by the Contract Work Hours Standards Act of 1962. These Department Regulations will be amended upon receipt of comprehensive regulations from the Department of Labor.

The new contract clause will be stocked in the Central Supply Section.

Any questions regarding the implementation of the Contract Work Hours Act of 1962, should be referred to the Procurement and Contract Management Division of this Office, Extension 4071.


Acting Director

Attachment

U.S. DEPARTMENT OF LABOR

OFFICE OF THE SOLICITOR

WASHINGTON 25

September 7, 1962

MEMORANDUM # 40

TO: AGENCIES ADMINISTERING STATUTES REFERRED TO IN
29 CFR, SUBTITLE A, PART 5.

FROM: Charles Donahue *CD*
Solicitor

SUBJECT: Contract stipulations implementing the Contract
Work Hours Standards Act.

The Contract Work Hours Standards Act, which is title I of the Work Hours Act of 1962 (72 Stat. 357-60), will become effective on October 12, 1962. This law requires payment to workers employed on most Federal and Federally assisted projects at not less than one and one-half times the basic rate of pay for all hours worked in excess of eight in a day and forty in a week.

Comprehensive regulations implementing the Contract Work Hours Standards Act will be issued by this Department in the near future. In the interim, to enable the contracting agencies to prepare appropriate and uniform overtime provisions for inclusion in contracts to be awarded on and after October 12, 1962, the enclosed stipulations, which will be published as a part of our regulations, are furnished at this time for your guidance and use.

It should be noted that all covered contracts executed on and after October 12, 1962, are subject to the provisions of the Contract Work Hours Standards Act, with one exception: contracts let on and after that date pursuant to invitations for bids which were outstanding on August 13, 1962. Federal Contracts coming within this exception will continue to be subject to the Eight Hour Laws. Contracts containing the Eight Hour Laws provisions shall continue to be awarded up to October 12, 1962, and Eight Hour Laws provisions may continue to be inserted in advertisement for bids issued after August 13, 1962, where the contract will be awarded prior to October 12, 1962. Effective October 12, 1962, the Eight Hour Laws are repealed except for their continued applicability in contracts previously awarded, or subsequently awarded if the award is pursuant to an invitation for bids issued prior to August 13, 1962.

The attached stipulations should be included in any contract which may require or involve the employment of laborers or mechanics upon a public work of the United States, of any territory, or of the District of Columbia, and in any other contract which may require or involve the employment of laborers or mechanics if such contract is one (1) to which the United States or any agency or instrumentality thereof, any territory, or the District of Columbia is a party, or (2) which is made for or on behalf of the United States, any agency or instrumentality thereof, any territory, or the District of Columbia, or (3) which is a contract for work financed in whole or in part by loans or grants from, or loans insured or guaranteed by, the United States or any agency or instrumentality thereof under any statute of the United States providing wage standards for such work.

It should be noted that the attached stipulations should not be included in a contract where the assistance from the United States or any agency or instrumentality is only in the nature of a loan guarantee, or insurance, or to contracts included within the exemptions contained in Section 103(b) of the Contract Work Hours Standards Act.

These stipulations should also not be included in contracts which the Senate indicated (on page 4 through 8 inclusive of its report, to accompany H.R. 10786, Report No. 1722, 87th Congress, 2nd Session, dated July 11, 1962), should be exempted by the Secretary of Labor under authority of Section 105 of the act. These contracts include certain Commodity Credit Corporation contracts and Tennessee Valley Authority contracts. Appropriate exemptions in conformity with the intent of the Senate as expressed in its report will be promulgated in the amended regulations to be issued.

Attachment

U. S. DEPARTMENT OF AGRICULTURE

CONTRACT WORK HOURS STANDARDS ACT

This contract is subject to the following provisions if the Contract Work Hours Standard Act of 1962 (72 Stat. 357-60) is applicable hereto (not applicable to contracts covered by the Walsh-Healey Public Contracts Act, 41 U. S. Code 35-45):

(a) Overtime requirements.

No contractor or subcontractor contracting for any part of the contract work shall require or permit any laborer or mechanic to be employed on such work in excess of eight hours in any calendar day or in excess of forty hours in any workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times his basic rate of pay for all hours worked in excess of eight hours in any calendar day or in excess of forty hours in such workweek, whichever is the greater number of overtime hours.

(b) Violations; liability for unpaid wages; liquidated damages.

In the event of any violation of the clause set forth in paragraph (a), the contractor and any subcontractor responsible therefor shall be liable to any affected employee for his unpaid wages. In addition, such contractor or subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed, with respect to each individual laborer or mechanic employed in violation of the clause (a), in the sum of \$10 for each calendar day on which such employee was required or permitted to work in excess of eight hours or in excess of forty hours in a workweek without payment of the overtime wages required by the clause (a).

(c) Withholding for unpaid wages and liquidated damages.

The Federal agency for which the contract work is done or by which financial assistance for the work is provided may withhold, or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor, the full amount of wages required by the contract and such sums as may administratively be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for liquidated damages as provided in clause (b).

(d) Insertion of clauses in subcontracts.

The contractor agrees to insert the foregoing clauses (a), (b), and (c), and this clause (d), in all subcontracts.

U. S. DEPARTMENT OF AGRICULTURE

Washington 25, D. C.

OFFICE OF PLANT AND OPERATIONS

SEP 17 1962

P&O Memorandum No. 63

Changes in Postal Regulations

This memorandum announces changes in postal regulations applicable to Federal Agencies. The following changes were released by the Post Office Department under Transmittal Letter 112, dated 6-29-62:

1. Postage and Fees Paid Indicia. Section 137.2 of the Postal Manual, as revised, requires that official mail of authorized departments and agencies must be marked "Postage and Fees Paid", followed by the name of the Department or agency. Official matter for this Department accordingly shall carry the following indicia:

POSTAGE AND FEES PAID
U. S. DEPARTMENT OF AGRICULTURE

Transmittal Letter 112 states that mail items marked only "Postage and Fees Paid" may be used until current supplies are exhausted. All mail items ordered or produced after this date shall carry the full indicia, as prescribed.

2. Sizes and Shapes. Effective January 1, 1963, the following standards will apply. Items which do not conform will not be mailable after that date. Public notice of the impending changes was given in the Federal Register of May 4, 1960.

a. First Class Mail.

- (1) Envelopes. (Section 122.3). Envelopes less than 3 inches in width (height) or $4\frac{1}{2}$ inches in length are nonmailable. Envelopes more than 9 inches in width (height) or 12 inches in length are not recommended. Pieces having shapes other than rectangular are not mailable.
- (2) Post Cards. (Section 131.217). Single post cards and each part of double post cards shall be not larger than $3\frac{9}{16} \times 5\frac{9}{16}$ inches, nor smaller than $3 \times 4\frac{1}{2}$ inches. They must be rectangular.

(3) Air Mail. (Section 131.32). There is no maximum size limitation. The following standards will apply to envelopes, cards, and self-mailers: Pieces less than 3 inches in width (height) or $4\frac{1}{2}$ inches in length are nonmailable. Pieces having shapes other than rectangular are not mailable.

b. Third Class Mail. (Section 134.32). There is no maximum size limit. The following standards will apply to envelopes, cards, and self-mailers: Pieces less than 3 inches in width, (height) and $4\frac{1}{2}$ inches in length are nonmailable. Pieces having shapes other than rectangular are not mailable.

Agency personnel responsible for implementation of the above changes should examine the full text of the Postal Manual revisions. Questions regarding these changes may be directed to the Records Management Division, Office of Plant and Operations, Extension 7231.

J. R. Mangham

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

November 26, 1962

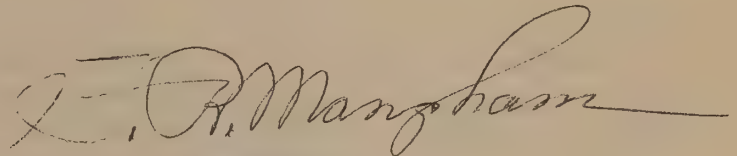
PLANT AND OPERATIONS MEMORANDUM NO. 64

Processed Compliance Reports

The President's Committee on Equal Employment Opportunity plans to issue a series of memoranda for the purpose of furnishing information concerning compliance reports filed with the Committee by contractors and subcontractors subject to the provisions and reporting requirements of Executive Order 10925. These memoranda also will provide guidance to the contracting officers in administering the compliance reporting program, and will (a) explain the procedures dealing with the processing and handling of compliance reports, and (b) outline affirmative actions which should be taken by contracting officers.

By means of supplements to this Plant and Operations Memorandum, to be issued by the Procurement and Contract Management Division, agencies will be kept currently advised of all pertinent information received from the Committee. This should prove very helpful to contracting officers in the administration of the compliance reporting program.

Any questions concerning this memorandum should be referred to Mr. Gunther, Procurement and Contract Management Division, Extension 4071.



Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

DEC 5 - 1962

PLANT AND OPERATIONS MEMORANDUM NO. 65

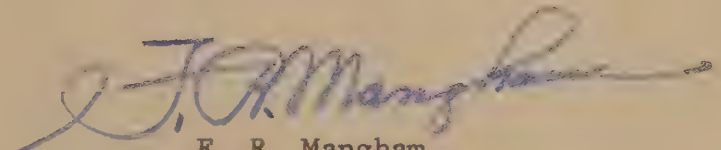
General Services Administration Institute

A copy of General Services Administration Circular No. 290, announcing the establishment of a General Services Administration Institute, is attached.

It will be noted that the purpose of this Institute is to provide instruction, maintain a reference center, and serve as a focal point to bring together new ideas in the fields of buildings management, design and construction of public buildings, procurement and supply management, utilization of property and space, records management, transportation and communications management, and the administrative sciences required in support of the business management of Government.

The Institute should provide a means of increasing knowledge and skills in the enumerated fields. It is suggested that each agency take a critical look at its overall needs for the services to be provided by the Institute for each of the fields mentioned.

Mr. Tony M. Baldauf, Assistant Director, is designated as liaison for the Department with the Institute. He will be available to discuss particular agency requirements and, in addition, will arrange for group determination and evaluation of services desired by all agencies. Any questions concerning this memorandum may be referred to Mr. Baldauf, extension 3937.


F. R. Mangham
Director

Attachment



DEC 2 - 1963

MEMORANDUM FOR THE SECRETARY

SUBJECT: [Illegible]

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The Institute should provide a means of increasing knowledge and skills in the enumerated fields. It is suggested that each agency take a critical look at its overall needs for the services to be provided by the Institute for each of the fields mentioned.

Mr. Tony M. Balaban, Assistant Director, is designated as liaison for the Department with the Institute. He will be available to discuss particular agency requirements and, in addition, will arrange for group questions concerning this memorandum may be referred to Mr. Balaban.

[Handwritten signature and initials]



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

Office of Plant and Operations

December 11, 1962

PLANT AND OPERATIONS MEMORANDUM NO. 66

Contracting Under Public Works Acceleration Act

PURPOSE. This memorandum sets forth certain basic procedures to be observed by agencies of the Department in the issuance of invitations to bid and administration of contracts under the Public Works Acceleration Act.

AUTHORITY. Chapter VIII of Title 44 of the Code of Federal Regulations establishes standards and procedures under the Public Works Acceleration Act (Public Law 87-658) and Executive Order 11049 dated September 14, 1962.

CONTRACT PROVISIONS. Contracts for supplies or services, including construction, financed from Public Works Acceleration Act funds, which is, or may reasonably be done as, "on-site" work shall contain the employment clause attached to this memorandum.

In addition, a statement substantially as follows shall be prominently placed in each invitation or in the instructions to bidders:

"This contract is to be performed under the Public Works Acceleration Act of 1962. Your attention is directed to the clause entitled "Employment of Local Labor." The U. S. Employment Service office referred to in this clause is located at _____."

The booklet "Directories of Local Employment Security Offices" published by the Bureau of Employment Security, U. S. Department of Labor, Washington 25, D. C., contains the location of all employment offices.

GENERAL. The labor employment clause is the only special requirement for contracts financed from PWAA funds. All other standard contracting laws, regulations and procedures apply.

For construction contracts, wage rate determinations will be issued by the Department of Labor by counties. Each decision will include the entire schedule of wages for the area and will be good for 120 days from date of issue. The entire schedule of wage rates need not be included in the invitation. The crafts which are applicable to the invitation should be abstracted and included. If additional crafts are required after award of the contract, they may be added from the wage rate determination if available. Otherwise, new crafts should be established in the normal manner.

These county-wide wage rate determinations are for contracts financed from PWAA funds only and are not to be used for contracts financed from regular funds.

Enforcement of the local labor employment clause should be coincidental with compliance checks for the Davis-Bacon Act, Copeland Act, and Contract Hours of Work Act. Inadvertent or minor infractions which are discovered should be corrected on the ground by obtaining full compliance. If a violation is noted which cannot be remedied immediately, a report setting forth all pertinent facts should be prepared with two copies furnished to this office for appropriate action. The contractor should be advised in writing of the violation(s).

Any questions concerning this memorandum should be referred to Mr. Gunther, Procurement and Contract Management Division, Extension 4071.


Director

Attachment

EMPLOYMENT OF LOCAL LABOR

The contractor and any subcontractor undertaking to do work under this contract which is or reasonably may be done as on site work, shall employ in carrying out such contract work qualified persons who regularly reside in the eligible area where such project is situated, or in the labor market area, as such eligible area or labor market area is designated by the United States Department of Labor wherein such project is situated except:

- (1) To the extent that qualified persons regularly residing in the area are not available.
- (2) For the reasonable needs of any such contractor or subcontractor, to employ supervisory or specially experienced individuals necessary to assure an efficient execution of the contract.
- (3) For the obligation of any such contractor or subcontractor to offer employment to present or former employees as the result of a lawful collective bargaining contract, provided that in no event shall the number of non-resident persons employed under this subparagraph (3) exceed 20% of the total number of employees employed by such contractor and his subcontractors on such project.

Every such contractor and subcontractor shall furnish the United States Employment Service office in the area in which the public works project is located with a list of all positions for which it may from time to time require laborers, mechanics and other employees.

1. The first part of the paper discusses the importance of the study.

2. The second part of the paper discusses the methodology.

3. The third part of the paper discusses the results.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

JAN 30 1968

PLANT AND OPERATIONS MEMORANDUM NO. 66, SUPPLEMENT NO. 1

Contracting Under Public Works Acceleration Act

Contracts subject to the Act require the contractor to employ "qualified" persons regularly residing in the area. The contractor's decision as to whether a person is qualified is final for purposes of administering the required contract provision.

L. J. R. Mangham
Director



Growth Through Agricultural Progress

PURCHASING-CONTRACTING +2

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

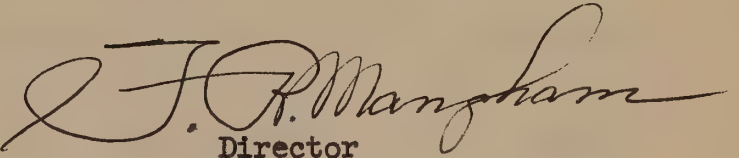
March 11, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 66, SUPPLEMENT 2

Contracting Under Public Works Acceleration Act

The requirements of 5 AR 117(d)(i) are hereby waived for contracts subject to the Public Works Acceleration Act. This waiver is for the duration of the program only.

Any questions concerning this memorandum should be referred to Mr. Gunther, Procurement and Contract Management Division, Extension 4071.


Director

PURCHASING-CONTRACTING 4-6

PURCHASING-CONTRACTING

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

OFFICE OF PLANT AND OPERATIONS

PLANT AND OPERATIONS MEMORANDUM NO. 67

Envelopes For Mailing Time and Attendance Reports

1. Envelopes Available for Requisitioning. The Central Supply Section now stocks for issuance air mail envelopes which are pre-addressed to the Management Data Service Center, New Orleans, La. These envelopes are for use in mailing time and attendance reports and other pay-related forms to the MODE operation in New Orleans.

2. Ordering Information. Stock numbers and other ordering information are as follows:

<u>STOCK NO.</u>	<u>SIZE</u>	<u>UNIT OF ISSUE</u>	<u>PRICE</u>
53-E-2906-30	9½ x 12"	C	\$ 1.05
53-E-2906-45	12 x 16"	C	\$ 2.97

Agencies should order the envelopes soon enough for them to be distributed to the time and attendance clerks before they are needed.

3. Box Number. A blank space has been left in the preaddressed portion of the envelope for filling in the post office box number of the Management Data Service Center. The Post Office box number is 60,000. The box number will be shown as part of the address when the next purchase order for the envelopes is placed.

4. Return Address. Both sizes of envelopes have a blank space in the upper left corner for filling in the address of the sending office. This fill-in may be made by rubber stamp, typewriting, or handwriting.

5. Air Mail Versus Surface Mail. Air mail envelopes are recommended for use when the sending office is located more than 300 miles from New Orleans. Offices within the 300-mile radius of New Orleans are expected to use regular surface mail. Prompt transmission of time and attendance and other pay-related forms is necessary if payroll deadlines are going to be met.

6. Pouch or Package Mailing. A special air mail pouch will be set out by the Department's Post Office, in Washington, D. C. to collect air mail envelopes containing Time and Attendance Reports for the MDSC, New Orleans. This pouch will be picked up by the City Post Office at 5:00 p.m. and will get special handling to destination. Agencies shall have their Time and Attendance Report envelopes placed in the special pouch before the scheduled

pick-up time. Agency field offices should, where practicable, make similar arrangements for pouching and pick-up of Time and Attendance Report envelopes. When the use of envelopes or pouches is not practicable, material should be boxed or otherwise packaged for mailing to New Orleans MDSC.

7. Preparation and Batching Procedure. Time and Attendance reports and other pay-related forms must be prepared and batched for transmittal to MDSC in accordance with instructions contained in MODE "Time and Attendance Report Handbook" and "Personnel Procedures" handbook.

W. J. Saldorf

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

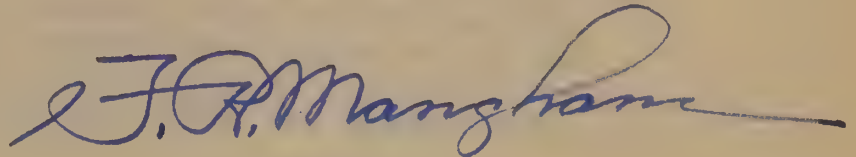
OFFICE OF PLANT AND OPERATIONS

JAN 22 1963

PLANT AND OPERATIONS MEMORANDUM NO. 67, SUPPLEMENT 1

Mailing of Time and Attendance Reports

1. Additional Air Mail Pouch Service Available. Air mail pouch service to New Orleans, Louisiana will be provided on a daily basis, instead of once per pay period as previously announced in Plant and Operations Memorandum No. 67, dated December 19, 1962. Agencies will use the pouch to air mail Time and Attendance Reports, other forms, and correspondence to the Management Data Service Center in New Orleans.
2. Daily Service An Experiment. Payroll deadlines at the MDSC in New Orleans require fast delivery of Time and Attendance Reports and other papers affecting the payroll. The daily mail schedule will be analyzed at intervals and appropriate adjustments made to assure that adequate service is maintained.
3. Deposit Of Agency Mail. The special air mail pouch has been placed in the Registry Cage of the Department's Post Office. All air mail intended for the special pouch should be given special agency handling and delivered to the window of the Registry Cage.
4. Pouch Collection Time. The City Post Office will pick up the special air mail pouch from the Department's Post Office Section at 6:20 p.m., which is the last daily pick-up at the Department. Only air mail envelopes and air mail packages addressed to the MDSC, New Orleans, Louisiana will be placed in the pouch.
5. Further Information. Any questions or suggestions regarding this service should be directed to the Records Management Division, extension 7231.



Director



Growth Through Agricultural Progress

PURCHASING-CONTRACTING 8-6

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

FEB 25 1963

OFFICE OF PLANT AND OPERATIONS

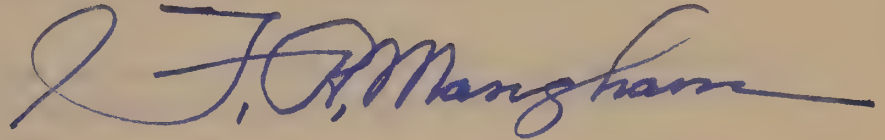
PLANT AND OPERATIONS MEMORANDUM NO. _____

OBTAINING REPRINTS OF DOCUMENTS PUBLISHED IN THE FEDERAL REGISTER

1. PURPOSE AND BACKGROUND. This memorandum calls attention to the demand for copies of documents published in the Federal Register, and outlines some actions which agencies can take to meet their needs. Agencies frequently need, for their own purposes, supplies of documents which they publish in the Federal Register, as well as other documents, such as Executive Orders, Presidential Proclamations, and the regulations of other agencies which appear in the Federal Register. Because interest in particular documents is so varied and unpredictable, central stockpiling either of complete Federal Registers or of document reprints is not regarded as practicable.
2. USE OF FEDERAL REGISTERS IN MAKING REPRINTS. Agencies usually produce reprints either from typewritten masters or from masters which are made by cutting and pasting Federal Register text. Sometimes, when the number of copies needed is small, complete Federal Registers are used in lieu of reprints. In either case, the demand for copies of the Federal Register has put an excessive burden on the Law Library. Consequently, that unit has advised that it will provide only single copies, on a first-come, loan basis to agencies. Copies borrowed from the Law Library may not be cut up, but they may be photocopied, as desired.
3. SUGGESTED AGENCY ACTION. Agencies are expected to take whatever action is needed to improve or utilize existing agency resources to meet their needs for Federal Register documents. It is suggested that agencies:
 - a. Review and improve the initial distribution of Federal Registers, so as to fully meet agency needs. Agency liaison officers, designated in accordance with 4 AR 560, are responsible for this action.
 - b. Consider the need to maintain a complete file of current Federal Registers at a designated point in the agency, where copies can be borrowed by others for reference or for making reprints. Furnish this information to agency employees and to the Law Library and to the Federal Register liaison officers in other agencies, so as to facilitate the search for copies of the Federal Register.
 - c. Utilize office copying techniques for reproducing selected material,

in lieu of using complete Federal Registers. If a copy of the Federal Register is not available for cutting up, reproduce full pages; then cut, paste, and recopy the paste-up.

- d. CODIFICATION AND INQUIRY. Any necessary codification of the above provisions will be made in Title 4, Chapter 5 of the Administrative Regulations. Questions may be referred to the Records Management Division, Office of Plant and Operations, Extension 7231.

A handwritten signature in blue ink, reading "J. R. Mangham". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Director

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

March 18, 1963

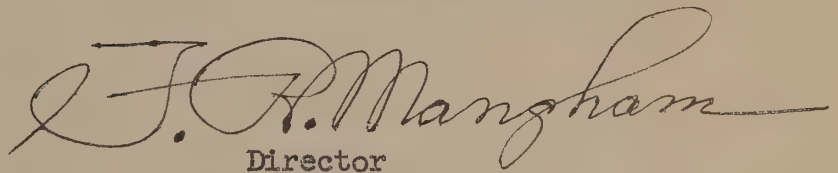
PLANT AND OPERATIONS MEMORANDUM NO. 69

Identical Bids and Collusion in Bidding

There is reproduced on the reverse hereof a letter received from the Attorney General concerning reporting on identical bids and suspected collusion in bidding, which is self-explanatory.

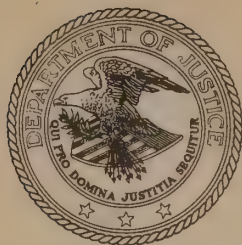
We wish to call to the attention of all procurement officials the instructions in 5 AR 276 which implements GSA General Regulations 26 for reporting information on identical bids pursuant to Executive Order 10936. Subparagraph h. covers collusive bid referrals pursuant to Section 302(d) of the Federal Property and Administrative Services Act of 1949.

Any questions concerning this memorandum should be referred to Mr. Gunther, Procurement and Contract Management Division, Extension 4071.


Director

(Over)

PURCHASING-CONTRACTING 2



Office of the Attorney General
Washington, D. C.

March 11, 1963

Honorable Orville L. Freeman
Secretary of Agriculture
Washington 25, D. C.

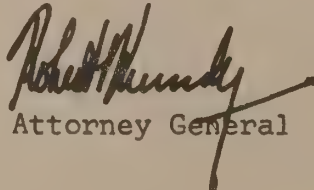
Dear Mr. Secretary:

Since July 1961, federal agencies have been reporting identical bids received in advertised procurement in accordance with Executive Order 10936. A review of eighteen months of experience under the Executive Order indicates that most offices within your agency have been reporting identical bids in accordance with GSA General Regulation No. 26. However, it would be appreciated if you would bring to the attention of all officials responsible for procurement the importance of complying with the Executive Order and reporting identical bids under the procedures set forth in GSA General Regulation No. 26.

We have observed a sharp decline since the issuance of Executive Order 10936 in the number of reports of suspected collusion in bidding on advertised procurements which section 302(d) of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 252(d)) requires each Government agency to report to the Attorney General. It would be appreciated, therefore, if you would bring to the attention of your procurement officials the necessity to report such cases of suspected collusion in accordance with the procedures outlined in the Federal Procurement Regulations (41 U.S.C., Appendix).

Your cooperation in these matters is greatly appreciated.

Sincerely,


Attorney General

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

April 4, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 70

New Form For Verifying Mail Service

1. New Department Form. This Office has recently issued Department Form AD-203, Mail Service Verification. Mailing offices may use AD-203 to learn how long it takes for mail to reach a particular destination. Form AD-203 is a post card, bearing postage and fees paid indicia.
2. How Form Is Used. The using office or agency initiates use of Form AD-203 when it is interested in verifying delivery time to a particular destination, for a specific item or type of mail matter. The sender fills in blocks identifying the item being mailed or shipped, the class or type of postal service used, the mailing or shipping point, the date and time mailed or shipped, and the name of the person mailing or shipping. The sender also shows his own office as the addressee on the address side of the post card. He then places the card inside the envelope being mailed or the package being shipped.
3. Action At Receiving Point. Form AD-203 has blocks on it to be filled in by the addressee when the mailed item reaches its destination. These blocks show the receiving agency's name and location, the date and time received, and the name of the person receiving. After filling in this information, the receiver mails the post card to the sender. In this manner, use of Form AD-203 provides a simple means of checking transit time when delivery dates are important.
4. Availability of Form. Form AD-203 is now in stock in the Central Supply Section, Office of Plant and Operations, Washington 25, D. C.
5. Further Information. For further information regarding this form, call the Records Management Division, extension 7231.


Director

CORRESPONDENCE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

APR 11 1963

PLANT AND OPERATIONS MEMORANDUM NO. 71

Management of Federal Office Space

There are attached for information and guidance of agencies a copy of Executive Order No. 11035 and implementing procedures issued thereunder by the General Services Administration. In chronological order, the attachments consist of:

Executive Order No. 11035, dated July 9, 1962

General Services Administration Circular No. 282, dated September 6, 1962

GSA Order - PBS 7000.3, dated September 28, 1962

General Services Administration Circular No. 304, dated March 25, 1963

These documents, as indicated, are the basis for a new intensive space management program of the General Services Administration. What the GSA issuances fail to outline is how that Agency plans to follow those provisions of the Executive Order which read:

"Primary consideration shall be given to the efficient performance of the missions and programs of the executive agencies, with due regard for the convenience of the public served and the maintenance and improvement of the working conditions of employees;

"Space planning and assignments shall take into account the objective of consolidating agencies and constituents thereof in common or adjacent space for the purpose of improving management and administration;

"The quality of office space for Government operations shall be appropriate for the efficient and economical performance of governmental activities, while affording employees safe, healthful, and convenient conditions of employment."

Each agency is requested to cooperate fully with the General Services Administration in utilizing space. The Department will obtain its proposed criteria for implementing the above provisos. Such information will be provided to you when received.

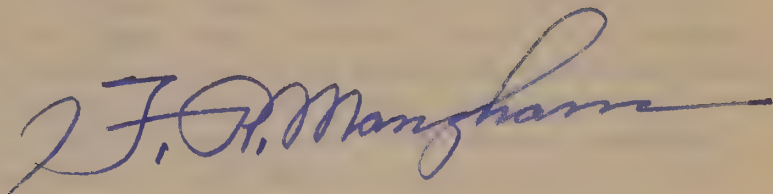


It will be noted that appeals from General Services Administration's space determinations are permitted by the Executive Order. If an agency finds it necessary to follow this procedure, full justification including certification of staffing and template layouts shall be submitted to this office for its use in a review with the **Central** Office of General Services Administration.

Attention is specifically directed to the new method of measuring space use set forth in Section 4 of General Services Administration Circular No. 304. This is a change, and each space manager should familiarize himself with its implications.

Special instruction will be issued covering a review of Washington space occupancy when clarifications are received from the General Services Administration on Circular No. 304.

Attachments - 4

A handwritten signature in blue ink, appearing to read "J. R. Mangham", with a long horizontal flourish extending to the right.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

May 6, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 72

Office Copying Machine Paper

Recent studies made by this office of various office copying machine papers indicate that more prudent analysis of product performance and costs in obtaining these items would result in substantial economies.

Diffusion Transfer Papers:

The attached data on diffusion transfer papers (wet photographic process) shows various office copying machine companies, the paper manufacturers from which they buy copy paper, the labels under which it is resold to users, and current Federal Supply Schedule basic costs per 1,000 sets of 8" x 10½", standard weight paper and negatives. You will note, for example, that papers manufactured by Anken Chemical and Film Corporation are sold by nine different companies under their own labels at prices ranging from \$55.58 to \$68.80 per 1,000 sets. You will note, too, that papers manufactured by Dynacolor Corporation are sold by the Xerox Corporation at \$46.08 per 1,000 sets.

All diffusion transfer process copy machines operate on the same principle, and agencies may usually obtain supplies for their machines from any of the contractors listed on the attachment when the make and model of the machine for which the supplies are required are furnished to the contractor. Also, most contractors will demonstrate their paper on any diffusion process machine. For example, it has been determined, by actual demonstration, that the paper sold by Xerox Corporation under the "Texta" label will work on different copy machines, and meets acceptable performance standards.

Where two or more products are comparable and will meet performance requirements, Government procurement laws and regulations require that agencies obtain the lowest cost items. Also, where a foreign-made product is involved and a domestic product will meet requirements, agencies are required to apply the price differential required by Executive Order 10582 (see 5 AR 123), in arriving at the lowest net cost.

Hereafter, Department agencies shall purchase the lowest cost papers and compatible chemicals available on Federal Supply Schedule contracts, which will meet delivery requirements.

Electrostatic Copying Machine Paper:

Copy paper sold by the Xerox Corporation for use on the "914" electrostatic copying machine costs \$1.55 per ream, size 8½" x 11", and \$3.05 per ream, size 8½" x 14".

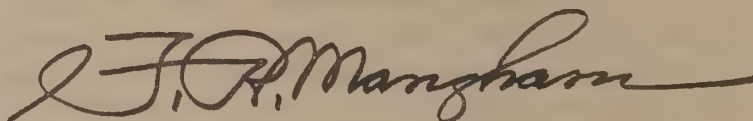
Long grain papers meeting the requirements of Federal Specifications UU-P-221j, Type III (25% Rag Bond), and Type IV (Chemical Wood Bond) will work satisfactorily on the Xerox "914" machine. The following GSA stock items, currently listed in the September 1962 Stores Stock Catalog on Page 172, fall into this category and are being used with excellent results by a number of Government agencies:

<u>Federal Stock No.</u>	<u>Color</u>	<u>Size</u>	<u>Standard Pack</u>	<u>Price Per Ream</u>
7530-233-0674	White	8 x 10½	10	\$0.75
7530-290-0598	"	8 x 13	10	.88
7530-290-0599	"	8½ x 11	10	.83
7530-290-0600	"	8½ x 14	10	1.07
7530-246-4716	"	8 x 10½	10	.89
7530-241-0660	"	8 x 10½	10	.62
7530-260-3183	"	8 x 13	10	.76
7530-290-0617	"	8½ x 11	10	.71
7530-290-0618	"	8½ x 14	10	.86

Some agencies prefer to use offset book paper, obtainable from the Government Printing Office, at prices comparable to those listed above.

Hereafter, stock papers only shall be purchased for use with the "914" Xerox electrostatic copying machine.

Questions concerning this matter and requests for additional copies of this memorandum may be referred to Ralph McIntyre, Extension 4581.


Director

Attachment

OFFICE COPYING MACHINE PAPERS

Diffusion Transfer Process

Papers Manufactured by American Photocopy Equipment Co., Evanston, Illinois and Summit Office Products Co. (Wholly owned subsidiary of Apeco - St. Louis, Mo.):

\$57.30 - Apeco	sells under "Apeco Autostat" label.
\$58.32 - Copease Corp.	" " "Copease" label, (Summit).
\$54.44 - Copycat Sales Co., Inc.	" " "Copycat" label, (Summit).
\$57.15 - Triangle Business Machines, Inc.	" " "Triangle" and "Drimate" labels, (Summit).

Papers Manufactured by Anken Chemical & Film Corp., Newton, New Jersey:

\$55.59 - Anken	sells under "Transcopy" and "Ampto" labels.
\$58.00 - Photostat Corp.	" " "Photostat" label (Ampto).
\$55.55 - Royal McBee Corp.	" " "Royfax" label (Ampto).
\$61.20 - Ozalid Products - General Aniline Corp.	" " "Ozalid" label (Ampto).
\$67.32 - Nord Business Machine Corp.	" " "Nord" label (Ampto).
\$61.20 - Speed-O-Print Business Machine Corp.	" " "Speed-O-Print" label (Ampto).
\$68.80 - Chas. Bruning Co., Inc.	" " "Photoline Transfer" label (Ampto).
\$55.58 - SCM Corp.	" " "Vivicopy" (Ampto).
\$57.15 - Triangle Business Machines, Inc.	" " "Triangle" and "Drimate" labels.

Papers Manufactured by Dynacolor Corp., Rochester, N. Y.:

\$46.34 - Pacer International Corp.	sells under "Pacer" label.
\$46.08 - Xerox Corp.	" " "Texta" label.
\$57.15 - Triangle Business Machines Inc.	" " "Triangle" and "Drimate" labels.

Papers Manufactured by Peerless Photo Products, Inc., Shoreham, Long Island, N. Y.:

\$51.80 - Peerless	sells under "Dri-Stat" label.
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Papers Manufactured by Photek, a Division of Orchard Paper Co., West Kingston, R. I.:

\$57.18 - Photek	sells under "Photek" label.
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Papers Manufactured by Gevaert Photoproducten N. V., Ltd., Amstel, Belgium:

\$51.16 - Copycat Sales Co., Inc.	sells under "Gevacopy" label.
\$54.50 - A. B. Dick Co.	" " "Gevacopy" label.
\$54.50 - Savin Business Machines Corp.	" " "Savin" label.
\$57.40 - Photorapid Corp.	" " "Gevaert" label.

Papers Manufactured by Agfa, Leverkusen, West Germany:

\$53.55 - Copy-Craft Inc.	sells under "Agfa Copyrapid" label.
\$53.82 - Copease Corp.	" " "Agfa Copyrapid" label.
\$57.15, less 6% - Triangle Business Machines, Inc.	" " "Agfa" label.

NOTE: Prices shown are the basic prices per 1,000 sets of 8" x 10 $\frac{1}{2}$ ", standard weight, white, with standard negative. Contractors offer discounts for quantity purchases and, in addition, some offer prompt payment terms and dollar volume discounts. Purchasing offices should request GSA contract price lists from the above contractors, where not already received, to obtain complete pricing data and terms.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

MAY 17 1963

PLANT AND OPERATIONS MEMORANDUM NO. 73

Comptroller General Decision B-125096 of April 30, 1963, is attached.

It is not standard procedure in the usual contracting operations of this Department to execute final releases to the contractor upon conclusion of contracts. However, in any case where such a release or other contractual instrument waiving the Government's right to further claims is to be executed as a result of a contractual decision under a contract containing a contract disputes clause, there shall be included a statement as follows:

This decision is not binding if later found to be in violation of the standards set forth in the Wunderlich Act (41 U.S.C. 321).

L. F. R. Mangham
Director

Attachment



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RELEASES CLAIMING THE
GOVERNMENT'S RIGHT
TO FURTHER CLAIMS



COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON 25

B-125096

April 30, 1963

TO THE HEADS OF DEPARTMENTS, AGENCIES, AND OTHERS CONCERNED

Effective immediately, any release or other contractual instruments entered into as a result of a decision by a board of contract appeals, the head of an agency, or a contracting officer under a contract disputes clause shall include a provision to the effect that the instrument is not binding if the decision is later found to be in violation of the standards set forth in the Wunderlich Act (41 U.S.C. 321). The reasons for the foregoing action follow.

For a number of years standard forms of Government contracts have contained a disputes clause which usually provides, in substance, that all disputes concerning questions of fact arising under the contract shall be decided by the contracting officer subject to appeal by the contractor within 30 days to the head of the department concerned whose decision shall be final and conclusive upon the parties thereto.

In United States vs. Wunderlich, 342 U.S. 98 (1951), the United States Supreme Court limited judicial review of such decisions to the sole ground of fraud. Thereafter, following extensive hearings, the Congress concluded that it was neither in the Government's interest nor in the

interest of contractors to repose in executive branch Government officials the power to conclusively determine either disputed questions of law or disputed questions of fact arising under Government contracts. The Congress, therefore, enacted what is commonly referred to as the Wunderlich Act.

This act provides additional standards that decisions on questions of fact under disputes clauses must meet if they are to be final and conclusive; that is, such decisions must not be capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith and must be supported by substantial evidence. The Wunderlich remedial legislation, therefore, intended that relief could be provided if decisions of the agency or its board, involving such disputed questions of fact, failed to meet the foregoing standards. In addition, the Wunderlich Act provides that no Government contract shall contain a provision making a decision by an agency or its board, on a question of law, final. As a result of this legislation, disputes clauses now include the standards cited in the Wunderlich Act as controlling the finality of decisions pursuant to such clauses.

As a matter of standard procedure, contracting parties execute final releases, upon the conclusion of contracts, which release the parties from any further claims. In the

case of such a release after an agency decision under a disputes clause, the effect of the release is to foreclose further administrative or judicial review unless fraud or gross mistake can be established. Consequently, the execution of a final release in these circumstances defeats relief under the Wunderlich Act, even though the agency's decision may have been capricious or arbitrary or not supported by substantial evidence.

An actual case in which this occurred is disclosed in a recent report issued by this Office to the Congress. This report shows that further action on an unreasonable decision by a board of contract appeals is barred by such an unconditional release granted to the contractor by the agency that rendered the decision (B-125096, April 1963).

Since the Congress clearly intended that relief would be provided in any case where a disputes decision did not conform with the standards of the Wunderlich Act, it is clearly inappropriate to permit a release or other contractual instrument to create finality in such a decision and thus, as a practical matter, to circumvent the intent of the Congress in the Wunderlich Act.

Therefore, in order that the contracting parties may be afforded the relief provided by the Wunderlich Act where appropriate, any future releases entered into by your agency

B-125096

involving decisions under disputes clauses should be made subject to the standards prescribed in the act, thus reserving the right of further administrative and judicial review if the decisions are later found not to meet these standards.

A handwritten signature in dark ink, appearing to read "Joseph Campbell". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Comptroller General
of the United States

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

May 17, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 74

U.S.D.A. Inventory Of Microfilming Equipment

1. Inventory Needs.

The Office of Plant and Operations intends to compile and publish an inventory of microfilming equipment owned or leased by agencies of the Department. Agencies have expressed the belief that an inventory would be useful to potential microfilm users by furnishing information about existing microfilm service or equipment. If experience with the initial inventory is beneficial, an annual inventory will be considered.

2. Report Date.

Each agency or staff office owning or leasing microfilming equipment as of July 1, 1963, shall submit a report of that equipment to the Records Management Division, Office of Plant and Operations. The report shall reach the Records Management Division by July 20, 1963.

3. Report Format.

Agency reports should be submitted in original only. They should list all microfilming equipment on hand, such as cameras, readers, reader-printers, splicers, mounters, etc. Sample format for the report is shown on the reverse. Show, under "Kind of Equipment," the quantity, type, make and model of each item listed. Show under the appropriate headings, information which will help potential users determine the feasibility of using the equipment in question. Additional comments may be given in narrative form.

4. Further Information.

Any questions regarding this memorandum may be directed to the Records Management Division, Office of Plant and Operations, Extension 7231.

J. R. Mangham
Director

U.S.D.A. INVENTORY OF MICROFILMING EQUIPMENT

Kind Of Equipment	Owned Or Leased	Date Of Lease Expiration	Age	Condition	In Use		Location
					Full Time	Part Time	
Camera, rotary, Brand X, Model xyz, 16 mm.	Owned		12 Years	Usable, but obsolete by modern standards	Not	Used	State Office 1234 Capitol St. Gainesville, Fla.
Reader, 16 mm., rotating head, Brand K, Model 88	Owned		4 Years	Very Good		X	Same as above
Reader-printer, Brand W, Model FG, 35 mm., 12x18" print capacity	Leased	12-31-63	3 Years	Very Good		X	Same as above

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

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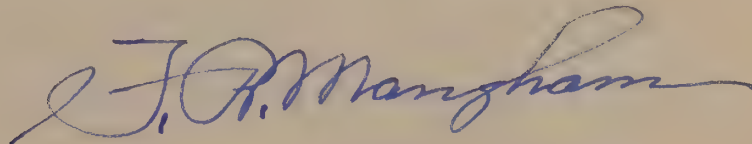
Director's Files

November 12, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 74, Supplement 1

Inventory Of Microfilming Equipment

1. Equipment Listing. Plant and Operations Memorandum No. 74, dated May 17, 1963, requested agencies to furnish a listing of their microfilming equipment holdings. Agencies submitted the equipment inventory as of July 1, 1963. Agency reports showed that nearly all of the microfilming equipment which the Department uses is owned by the Department, rather than rented.
2. Inventory Attached. We have arranged the equipment reported by states in which located. Offices interested in procuring microfilming services or using microfilming equipment on a "do-it-yourself" basis should approach the equipment-owning agency at the address shown. Other questions concerning this memorandum should be directed to the Records Management Division of this Office, Extension 7231.



Director

Attachment

Personal Property 3-1

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ALABAMA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, microfilm 16 or 35 mm	Unknown	Good		X	ARS Agricultural Engineering Research Div. National Tillage Machinery Laboratory Auburn, Alabama
Reader, microfilm, Argus, 23"x19"x19"	23	Good		X	ARS Animal Disease and Parasite Research Division Regional Laboratory Auburn, Alabama
Reader, 35 mm, Spencer #3400 with projection base and roll film attachment	12	Usable but Obsolescent		X	ARS Crop Research Division Finchess Hall Auburn University Auburn, Alabama
Camera, Bell & Howell Model C-1	5	Very Good		X	ASCS State Office 474 S. Court Street Montgomery, Alabama
Reader, Bell & Howell Model A	5	Good		X	Same as above

Review all entries 10/76

ARIZONA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader-printer, Thermo-Fax, Model 23-T-11, 35 mm, 8½"x11" print capacity	3	Excellent		X	ARS Soil & Water Conservation Research Div. U. S. Water Conservation Laboratory Route 2 Tempe, Arizona
Camera, Diebold F10film, Model 9600	3	Very Good		X	ASCS State Office Room 6016 Federal Bldg. Phoenix, Arizona
Reader, Recordak, Model PL	3	Very Good		X	Same as above

ARKANSAS

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Bell & Howell, Model 205-G	5	Good		X	ASCS State Office 5416 Federal Office Bldg. Little Rock, Arkansas
Reader, Bell & Howell, Model 206-A	5	Good		X	Same as above

CALIFORNIA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, Argus, 35 mm	23	Usable but Obsolescent		X	ARS Western Utilization Research and Development Division 800 Buchanan Street Albany, California
Reader, Argus, 35 mm	Over 20	Usable but Obsolescent		X	Same as above
Reader, Microfilm Serial No. 302029	18	Usable but Obsolescent		X	ARS Soil & Water Conservation Research Div. U. S. Salinity Laboratory Riverside, California
Camera, Zeiss 35 mm Contaflex I	8	Very Good		X	ARS Soil & Water Conservation Research Div. 4816 East Shields Fresno, California
Microfilmer, Recordak	20	Good		X	Same as above
Projector, Library film reader, Eastman Kodak	11	Good		X	Same as above
Reader, Microfilm 35 mm Spencer w/roll film attachment	13	Good		X	ARS Animal Disease & Parasite Research Div. U. S. Rabbit Experiment Station 8384 Cypress Fontana, California
Camera, Diebold, Model 9600 (2 each)	5	Fair		X	ASCS State Office 2020 Milvia Street Berkeley, California
Reader, Diebold Model 9204	5	Fair		X	Same as above
Reader-Printer, Filmac 200	1	Excellent		X	FS Regional Office 630 Sansome Street San Francisco, California

COLORADO

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Kodak, 35 mm Retina No. 1	24	Fair		X	ARS Crops Research Division Potato Experiment Station Greeley, Colorado
Camera, Exa 35 mm	4	Good		X	Same as above
Projector, still 2x2 slides, 5" f3.5 lens, Viewflex V-33L complete w/lamp	12	Good		X	ARS Animal Disease Eradication Division 300 New Custom House Denver, Colorado
Projector, movie, 16 mm silent & sound portable, Victor, complete	9	Good		X	Same as above
Radiant Screen, 50"x50" Model E.D.B.	2	Good		X	Same as above
Splicers	12	Good		X	Same as above
Camera, Diebold F10film, Model 9600 (2 each)	5	Very Good		X	ASCS State Office New Custom House Denver, Colorado
Reader, Diebold F10film, Model 9204	5	Usable		X	Same as above
Reader-Printer, Filmac 200	1	Excellent		X	FS Regional Office Federal Center Denver, Colorado

DISTRICT OF COLUMBIA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera-Reader Comb. Recordak; Junior Microfilmer, Model JC	10	Usable		X	ARS Budget and Finance Division Washington Finance Office GSA Bldg. Room 2631, 7th & D Streets
Reader Film Recordak Medalist	4	Very Good		X	ARS Animal Inspection & Quarantine Div. Room 314-E, Administration Building
Examiner Fer-15 Filmsort (5 each)	5	Good	X		ARS Meat Inspection Division GSA Building, 7th & D Streets, SW
Examiner, Filmsort	3	Good		X	Same as above
Examiner, Filmsort - Inspector, Model MIP	3	Usable but Obsolescent		X	Same as above
Examiner, Filmsort - Inspector, Model MIP 186	11	Usable but Obsolescent	X		Same as above
Examiner, Filmsort - Inspector, Model IN25	9	Usable but Obsolescent	X		Same as above
Mounter, Filmsort, Model C-SMO	12	Good		X	Same as above
Mounter, Filmsort, Model C-SMO	2	Very Good		X	Same as above
Mounter, Filmsort, Single Model	9	Very Good		X	Same as above
Examiner, Filmsort-Surveyor Record DVE (2 each)	9	Usable	X		Same as above
Camera, Microfile-Kodagraph, Model C3, 35 mm	4	Very Good		X	Same as above
Camera, Microfilmer-Filmsort 35 mm	12	Good		X	Same as above
Processor Card, Recordak - Model WPB	3	Very Good		X	Same as above

DISTRICT OF COLUMBIA (Continued)

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader Filmsort - Inspector - Model 50	5	Good		X	ARS Meat Inspection Division GSA Building, 7th & D Streets, SW
Reader, Microfilm - Card Documat, Model F (3 each)	1	Very Good	X		Same as above
Reader, Microfilm 35 mm	4	Very Good		X	Same as above
Reader, Printer - Microfilm, Thermofax filmac-200	1	Very Good		X	Same as above
Camera, Recordak, Portable, 16 mm	3½	Good	X		ARS Plant Pest Control Division Room 446. Administration Building
Reader, 6B Special (2 each)	4½	Good	X		Same as above
Reader, 6B Special (9 each)	5	Good		X	ARS Pesticides Regulation Division Room 4136 South Building
Camera, Diebold, 16 mm	5	Good		X	Same as above
Camera, Recordak, Portable, 16 mm	3	Good		X	Same as above
Camera, Recordak, portable, Micro- filmer, Model RP-1, 16 mm, including one film unit	6 mos.	New		X	AMS Eastern Area Administrative Division Budget and Finance Branch 900 Independence Avenue, SW
Exposure control for RP-1 Microfilmer	6 mos.	New		X	Same as above
Recordak Model PV film reader	6 mos.	New		X	Same as above

DISTRICT OF COLUMBIA (Continued)

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Film Unit, Model CP-20	Leased	Very Good		X	AMS Eastern Area Administrative Division Budget and Finance Branch 900 Independence Avenue, SW
Camera - Reader, Recordak, Junior Microfilmer, Model JC, 16 mm	7	Good		X	AMS Budget and Finance Division Room 1768 South Building
Camera, portable, Diebold Flofilm Model 9077 (2 each)	12	Fair		X	AMS Fruit and Vegetable Division Room 2091 South Building
Recordak, Model CP-20 - Camera	6 mos.	Excellent		X	ASCS Administrative Services Division
Recordak, Model 169(JC-1) - Camera	10	Good		X	Same as above
Remington Rand, Model 8A - Reader	15	Fair		X	Same as above
Camera, rotary, portable, Remington Rand, Model 8, 16 mm	5	Very Good		X	REA Room 0269 South Building
Reader, 16 & 35 mm, Remington Rand, Model F077	6	Good		X	REA Room 1263 South Building
Reader, Model A(F-79) Ser. DD280 Remington Rand	14	Fair		X	SCS Records and Communications Mgmt. Branch Administrative Services Division
Reader, microfilm, Recordak Model PV-310 S/N 2449, 16 mm	1	Very Good		X	OP&O Service Operations Division Room 1548 South Building
Microfiler, Recordak, Model RP-1 S/N 5183 16 mm	1	Very Good		X	Same as above
Remington Readers Model 9 16 and 35 mm (2 each)	2	Very Good		X	ERS Room 0752
Recordak Portable Model RP-1 Photo 1 Reduction	1	Very Good		X	Loaned to various Field Offices

DISTRICT OF COLUMBIA (Continued)

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Thermo-Fax Brand Microfilm Reader Printer Model No. 23CA	3	Very Good	X		ERS Washington, D. C.
Recordak Portable Microfilmer Model RP-Ser. No. 1027 RP	2	Very Good	X		ERS Washington, D. C.
Camera, Recordak, Model C, No. 2938, 35 mm		Very Good	X		NAL B Deck, South Building
Camera, Recordak, Model E No. 1539, 35 mm		Good	X		NAL Room 1551 South Building
Reader, Recordak, Model C, No. 1052, 35 mm		Fair		X	NAL Room 1508 South Building
Reader, Argus, Model 11, No. 265, 35 mm		Poor		X	NAL Room 1532 South Building
Reader, Recordak, Model C, No. 7164, 35 mm		Very Good		X	NAL Room 1052 South Building
Reader, Diebold, Model 90-02, No. 686, 16 and 35 mm		Good	X		NAL Room 1551 South Building
Enlarger, Rectograph No. 128, 35 mm (One shot at a time)		Good		X	NAL Room 1547 South Building
Enlarger, Eastman, Model MEC1, No. 102, 35 mm (Continuous)		Good		X	Same as above
Printer, Stineman System #343, Positive		Poor		X	Same as above
Splicer, Presto, Model Pro. No. 119, 35 mm		Good	X		NAL Room 1551 South Building

DISTRICT OF COLUMBIA (Continued)

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Film Processing Unit-consists of loading stand, 5 reels (100 ft. 35 mm), 2 tanks with cover		Good	X		NAL Room 1547 South Building
Built-in large wash and drain tanks for film		Good	X		Same as above
Camera, rotary, Remington Rand, Model 12, 16 mm one side, 35 mm 2 sides	3	Usable		X	SRS Room 2424 South Building
Reader-Printer, Thermo-Fax, "Filmac 100", 16 mm, Roll or Jackets 7x8½" print capacity	3	Usable		X	Same as above
Readers 16 mm Remington Rand, F71A Examiner (Acetate Jackets only) (3 each)	2	Usable		X	SRS Rooms 2408, 2923 and 2871 South Building
Reader, 16 mm & 35 mm Dagmar Super Model A Roll or Jackets	2	Usable		X	SRS Room 2420 South Building

FLORIDA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, 35 mm, Recordak, Model FED	Unknown	Good		X	ARS Southern Utilization Research and Development Division U. S. Fruit and Vegetable Prod. Laboratory Winter Haven, Florida
Projector, microfilm, film strip type 35 mm with 16 mm adaptor Federal Mfg. & Engr. Corp. Model 701	20	Usable but Obsolescent	Not	Used	ARS Crops Research Division Sugarcane Field Station Canal Point, Florida
Camera, Recordak, Model RP-1	1	Good		X	ASCS State Office 412 N. E. 16th Avenue Gainesville, Florida
Reader, RP-1 - Recordak		Good		X	Same as above
Reader, Diebold Flofilm, Model 9204	5	Good		X	Same as above
Camera, Diebold 11" Portable Model 9600, Motorized w/built in file shelf	Unknown	Good		X	SCS Florida State Office Gainesville, Florida

GEORGIA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Bolsey B 2, 35 mm	6	Good		X	ARS Animal Husbandry Division Southern Regional Poultry Breeding Project University of Georgia Athens, Georgia

IDAHO

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Micro-file Machine, Recordak Model E, 35 mm	15	Usable but Obsolescent		X	ARS Soil & Water Conservation Research Div. NWB Office - 306 North 5th Boise, Idaho
Reader-Printer, Thermofax Model Filmac 100, 8½x11 prints	2	Very Good	X		Same as above
Reader, Microfilm, Spencer 35 mm	14			X	ARS Branch Experiment Station Aberdeen, Idaho
Camera, Diebold Flofilm, Model 9600	5	Good		X	ASCS State Office 5903 Franklin Road Boise, Idaho
Reader, Diebold Flofilm, Model 9204	5	Good		X	Same as above
Reader-Printer, Filmac 100	2	Good		X	FS St. Joe NF St. Maries, Idaho

ILLINOIS

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, portable, microfilm, Model 9068, Ser. #297, Diebold	11	Good	Used	Daily	AMS Central Area Administrative Division 536 South Clark Street Chicago, Illinois
Microfilmer, Remington Rand Model F8.125C, portable with camera, Serial #46-3603	3	Good		X	ARS Northern Utilization Research and Development Division 1815 N. University Street Peoria, Illinois
Reader, microprint, Kodagraph, Model A Serial No. 130	9	Usable		X	Same as above
Reader, electronic, American Optical No. F077.12 16 mm and 35 mm	3	Good		X	Same as above
Camera, Remington Rand, 58.125C	5	Good		X	ASCS State Office USPO and Court House Springfield, Illinois
Reader, Remington Rand F077.12	5	Good		X	Same as above



INDIANA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Diebold Flofilm, 9600 (2 each)	5	Good		X	ASCS State Office 611 North Park Avenue Indianapolis, Indiana
Reader, Thermo-Fax, Model 23BA	5	Good		X	Same as above

IOWA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Eastman, 35 mm	17	Good	Not	Used	ARS Crops Research Agronomy Building, I.S.U. Ames, Iowa
Recordak Film Reader, Model MPE, 35 mm, Serial No. 7798	1½	Very Good	X		ARS National Animal Disease Laboratory P. O. Box 70 Ames, Iowa
Recordak Microcard Reader - Model Mark VII	1½	Very Good	X		Same as above
Camera, Remington Rand, Model 8.1	6	Very Good		X	ASCS State Office 411 Iowa Building Des Moines, Iowa
Remington Rand, Model 507	6	Very Good		X	Same as above



KANSAS

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Diebold Flofilm, Model 9600 (2 each)	5	Fair		X	ASCS State Office 417 Humboldt St. Manhattan, Kansas
Camera, Diebold Photostat, Model 9600 (2 each)	2	Good		X	Same as above
Reader, Diebold Flofilm, Model 9204	5	Good		X	Same as above

KENTUCKY

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Recordak, Model RS	3	Very Good		X	ASCS State Office 1409 Forbes Road Lexington, Kentucky
Reader, Recordak, Model PM-2	3			X	Same as above

LOUISIANA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, Recordak, Model MPC	11	Good	X		ARS Southern Utilization Research and Development Division Robert E. Lee Boulevard New Orleans, Louisiana
Camera - Remington Rand, Model 11	3	Needs Repair		X	ASCS State Office 3737 Government Street Alexandria, Louisiana
Camera - Recordak, Model RP-1	3 Mos.	Very Good		X	Same as above
Reader, Bell & Howell, Model 206	3	Fair		X	Same as above
Reader, Recordak 310, Model PV	2 Mos.	Very Good			Same as above

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MARYLAND

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, Microfilm 35 mm Argus Model II	15	Usable		X	ARS Animal Husbandry Division Beef Cattle Research Branch Beltsville, Maryland
Microfilmer & Reader, Bolsey, portable, 35 mm	12	Usable, needs repair		X	ARS Animal Husbandry Division Poultry Research Branch Beltsville, Maryland
Reader, Film, 35 mm, Model Griscombe PA	6	Very Good		X	ARS Agricultural Engineering Research Div. Agricultural Engineering Laboratory Building #303, Agricultural Research Center Beltsville, Maryland
Reader, Film Recordak, Model C	14	Usable		X	ARS Animal Disease and Parasite Research Division Building 120 Beltsville, Maryland
Reader, microfilm, Spencer	Unknown	Poor	Not Used		ARS Animal Disease & Parasite Research Div. Building 116-A Beltsville, Maryland
Viewer, film micro, 14x15, Model No. 7, Remington Rand	Unknown	Poor	Not Used		ARS Animal Disease & Parasite Research Div. Building 116-C Beltsville, Maryland
Reader, 35 mm	17	Poor		X	ARS Entomology Research Division Building 476-C Beltsville, Maryland
Reader, Argus, 35 mm	24	Fair		X	ARS Entomology Research Division 105 South Laboratory Agricultural Research Center Beltsville, Maryland

MARYLAND (Continued)

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, Mark VII, Model 7	2	Good		X	ARS Entomology Research Division Agricultural Research Center 105 South Laboratory Beltsville, Maryland
Reader	4	Good		X	ARS Entomology Research Division Agricultural Research Center Building 476 A Beltsville, Maryland
Lens, hand viewers (2)	4	Good		X	ARS Entomology Research Division Agricultural Research Center 105 South Laboratory Beltsville, Maryland
Reader, Recordak	1	Good		X	ARS Entomology Research Division Agricultural Research Center Building 476-A Beltsville, Maryland
Reader, 6B Special	2	Good		X	Same as above
Recordak, Model 10 - Reader	5	Good		X	ASCS State Office Symons Hall University of Maryland College Park, Maryland
Reader, Recordak, Model C, No. 1376, 35 mm		Good		X	NAL Beltsville Branch Library 3rd Floor, Administration Building Plant Industry Station Beltsville, Maryland

MASSACHUSETTS

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, 16 mm, Kodagraph, Model C	10	Fair - Usable		X	ARS Plant Pest Control Division Building 868 Otis Air Force Base, Massachusetts

MICHIGAN

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, microfilm, Spencer	21	Obsolescent		X	ARS Animal Husbandry Division 3606 E. Mount Hope Road East Lansing, Michigan
Camera, Remington Rand Model F.8.125	5	Very Good		X	ASCS State Office 1405 S. Harrison Road East Lansing, Michigan
Reader, Remington Rand Model F.72.2413	5	Very Good		X	Same as above

MINNESOTA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Projector, Microfilm, U. S. Navy Model #119	Unknown	Usable, but Obsolescent		X	ARS Soil & Water Conservation Research Div. Morris, Minnesota
Camera, Diebold Flofilm, Model No. 9600	4	Very Good		X	ASCS State Office 1104 Main Post Office Building St. Paul, Minnesota
Reader, Diebold Flofilm, Model No. 9204	4	Very Good		X	Same as above

MISSISSIPPI

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, microfilm, S/N 343, Model #FED	8	Usable		X	ARS Entomology Research Division Boll Weevil Research Laboratory Highway 12 State College, Mississippi
Reader Printer, 35 mm Thermofax Model 23	2½	Excellent	X		ARS Plant Pest Control Division 3505 25th Avenue Gulfport, Mississippi
Camera, Recordak, Reliant, Model RM-1	5	Good		X	ASCS State Office 210 S. Lamar Street Jackson, Mississippi
Reader, Recordak, Model PL40X	5	Good		X	Same as above

MISSOURI

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, Recordak, microfilm, Model C-1, Product No. 6500, Serial No. 166	1	Good			ARS Soil & Water Conservation Bldg. T-12, P. O. Box 208 Columbia, Missouri
Camera, Diebold Flofilm, Model 9600 (2 each)	5	Usable		X	ASCS State Office I.O.O.F. Bldg. Columbia, Missouri
Reader, Diebold Flofilm, Model 9204	5	Very Good		X	Same as above
Recordak, Model 169(JC-1)		Good		X	ASCS Administrative Services Division 8930 Ward Parkway Kansas City, Missouri
Microfilmer, Recordak, Model C 16 mm with film unit	15 to 20	Good		X	FHA National Finance Office St. Louis, Missouri
Microfilmer, Recordak RS - complete with film unit automatic feeder & endorser 16 mm	1	New	X		Same as above
Reader, rotating head, Recordak Model M P E - 16 mm	11	Good	X		Same as above
Reader, rotating head, Recordak Model 10 - 16 mm	15 to 20	Poor		X	Same as above
Film splicer - Griswold R-3 16 mm	3	Good		X	Same as above
Film Rewinding Device, New Mode - 16 mm	3	Good		X	Same as above

MONTANA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Diebold Flofilm, Model 9600	5	Poor		X	ASCS State Office 211 N. Grand Bozeman, Montana
Reader, Diebold Flofilm, Model 9204	5	Good		X	Same as above
Reader-Printer, Filmac 100	2	Good		X	FS Regional Office Federal Building Missoula, Montana
Reader-Printer, Filmac 100	2	Good		X	FS Bitterroot N. F. Hamilton, Montana
Reader-Printer, Filmac 100	2	Good		X	FS Flathead N. F. Kalispell, Montana
Reader-Printer, Filmac 100	2	Good		X	FS Gallatin N. F. Bozeman, Montana
Reader-Printer, Filmac 100	2	Good		X	FS Helena N. F. Helena, Montana
Reader-Printer, Filmac 100	2	Good		X	FS Lewis & Clark N. F. Great Falls, Montana

THE HISTORY OF THE

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NEBRASKA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Diebold Flofilm, Model 9600 (2 each)	2	Good		X	ASCS State Office 5801 "O" Street Lincoln, Nebraska
Reader, Diebold Flofilm, Model 9204	5	Good		X	Same as above
Reader, Remington Rand	13	Good		X	Same as above
Reader, Recordak, 35 mm	10	Fair		X	SCS Nebraska State Office Lincoln, Nebraska

NEW JERSEY

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Diebold Flofilm, Model 9600	5	Good		X	ASCS State Office College Farm New Brunswick, New Jersey
Reader, Diebold Flofilm, Model 9204	5	Good		X	Same as above

NEW MEXICO

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader	Unknown	Usable but Obsolescent		X	ARS Animal Disease & Parasite Research Div. Room 149 Agriculture Building New Mexico State University University Park, New Mexico
Camera, Diebold Flofilm, Model 9600	6	Good		X	ASCS State Office 517 Gold Avenue, S.W. Albuquerque, New Mexico
Reader, Diebold Flofilm, Model 9204	6	Usable		X	Same as above
Camera, Recordak, Model MRC 4 175	2	Good		X	FS Regional Office Federal Building 517 Gold Avenue, S. W. Albuquerque, New Mexico
Reader-Printer, Filmac 100	2	Good		X	Same as above
Reader-Printer, Filmac 200	1	Good		X	Same as above
Mounter, Aperture Card, Filmsort Model DMH 38 BA	2	Good		X	Same as above
Film Splicer, Hand	2	Good		X	Same as above
Film Rewind, Hand	2	Good		X	Same as above
Projector, Portable	2	Good		X	Same as above
Inspector, Viewer, Portable (2 each)	2	Good		X	Same as above
Inspector, Viewer, Filmsort	2	Good		X	Same as above
Viewer, Microfilm K&E M-607	2	Good		X	Same as above

NEW YORK

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, microfilm, Argus Model 11	Unknown	Obsolescent		X	ARS Soil & Water Conservation Research Div 21 S. Grove Street East Aurora, New York
Camera, Diebold Flofilm, Model 9600	5	Very Good		X	ASCS State Office Midtown Plaza Building Syracuse, New York
Reader, Diebold Flofilm, Model 9204	5	Very Good		X	Same as above

NORTH CAROLINA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader-Printer, microfilm, Thermofax	3	Very Good		X	ARS Plant Pest Control Division Witchweed Laboratory Whiteville, North Carolina
Camera, Bell & Howell, Model F-1	5	Good		X	ASCS State Office 1330 St. Mary's St. Raleigh, North Carolina
Reader, Brand M, Model BA	5	Good		X	Same as above

No.	Description	Date	Particulars
1	To Balance		By Balance b/d
2	To Cash		By Cash
3	To Cash		By Cash
4	To Cash		By Cash
5	To Cash		By Cash
6	To Cash		By Cash
7	To Cash		By Cash
8	To Cash		By Cash
9	To Cash		By Cash
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95	To Cash		By Cash
96	To Cash		By Cash
97	To Cash		By Cash
98	To Cash		By Cash
99	To Cash		By Cash
100	To Cash		By Cash

NORTH DAKOTA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Diebold Flofilm, Model 9600	5	Usable		X	ASCS State Office 15 S. 21st Street Fargo, North Dakota
Reader, Remington Rand, Model F72.24B	5	Usable		X	Same as above

OHIO

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Camera, Diebold Flofilm, Model 9600	5	Fair		X	ASCS State Office 202 Old Federal Building Columbus, Ohio
Camera, Recordak, Model 20X	3 Mos.	Excellent		X	Same as above
Reader, Diebold Flofilm, Model 9204	5	Very Good		X	Same as above

OKLAHOMA

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, film, Recordak, Model MPC-1, 16 or 35 mm.	10	Good		X	ARS Soil & Water Conservation Division P. O. Box 684 Chickasha, Oklahoma
Viewer, Richardson, 35 mm	12	Good		X	Same as above
Micro-File, Recordak, Model E, 35 mm	10	Good		X	Same as above
Reader, Micro-Film, Erban, 16 or 35 mm	10	Good	X		Same as above
Camera, Diebold Flofilm, Model 9600	5	Very Good		X	ASCS State Office Agriculture Center Office Building Stillwater, Oklahoma
Camera, Recordak, Model RP	2	Very Good		X	Same as above
Reader, Diebold Flofilm, Model 9204	5	Very Good		X	Same as above

OREGON

Equipment	Age (Years)	Condition	In Use		Location
			Full Time	Part Time	
Reader, Microfilm, Spencer Lens Co.	Unknown	Good		X	ARS Entomology Research Division 2330 Elm Street Forest Grove, Oregon
Camera, Diebold Flofilm, Model 9600	5	Poor		X	ASCS State Office 209 W. 5th Avenue Portland, Oregon
Reader, Diebold Flofilm, Model 9204	5	Good		X	Same as above
Reader-Printer, Filmac 100	1	Excellent		X	FS Regional Office 729 N. E. Oregon St. Portland, Oregon
Film Reader, Recordak	2	Good		X	Same as above
Reader, Microfilm 14x15½ Screen, Remington Rand Model 6	10	Fair		X	SCS Oregon State Office Portland, Oregon

UNITED STATES DEPARTMENT OF AGRICULTURE
Washington 25, D. C.

Office of Plant and Operations

May 28, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 75

Effect of Postal ZIP Codes on Current Printing Orders

1. BACKGROUND. The Post Office Department has been working for several months on a program for speeding up the handling and delivery of mail through the extended use of geographic location codes. This program is known as the Zone Improvement Program and the codes are called ZIP Codes. All Federal agencies are expected to cooperate in the implementation of the ZIP Program, through full use of the codes.
2. COMPLETION OF CODES. Development of codes for the entire United States is substantially completed, and the Post Office Department has set July 1 as a target date for initiating use of the codes. However, this is not a firm date, since the codes have yet to be approved and published.
3. EFFECT ON CURRENT PRINTING ORDERS. Since the ZIP Codes have not been released, it is not possible to include them in orders now being placed for letterhead and envelope printing. However, it is desirable to incorporate the codes in our printing as soon as possible. Procuring offices should arrange, where practicable, to furnish their printers with the pertinent ZIP Codes, for addition to current printing orders. We are informed that present Postal Zone numbers will be incorporated as the last two digits of the new ZIP Codes. As an expedient, therefore, it will not be objectionable if ZIP Codes are merely added to present addresses, without removing the old zone numbers.
4. POSITION OF ZIP CODE NUMBERS IN ADDRESS. Using offices will be guided by requirements of the Post Office Department for positioning ZIP Code Numbers in addresses or return addresses. Postal Bulletin No. 20363, dated 5-23-63, gives the following instructions:

"For uniformity, the Zip Code should appear on the last line of addresses and return addresses following the city and State with one space intervening as follows:

"Mr. Harold Jones
1963 Smith Street
Arlington, Va. 22207

"Where space or other factors make such positioning of the Zip Code impracticable, an alternate position on the bottom line of an address may be used provided a space precedes the Zip Code and that no characters or digits follow the Zip Code, for example:

"Mr. Harold Jones
1963 Smythe Street
Truth or Consequences, N. Mex.
87901"

CORRESPONDENCE

3

5. ZIP CODE PROGRAM IMPLEMENTATION. The Office of Plant and Operations will furnish agencies with the ZIP Codes, and with instructions for their use, when the completed codes are available. Questions regarding them may be directed to the Records Management Division, Office of Plant and Operations, Extension 7231.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

PLANT AND OPERATIONS MEMORANDUM NO. 75, Supplement 1

Implementation of the Postal Zoning Improvement Plan

1. BUDGET BUREAU CIRCULAR NO. A-59. The attached Budget Bureau Circular No. A-59 and the accompanying fact sheet provide information about the ZIP Code program, and outline Federal agency responsibilities for participation in the program.
2. ENVELOPE AND LETTERHEAD USE. All future orders for printing of envelopes and letterheads shall include the appropriate ZIP Code, as shown in Plant and Operations Memorandum No. 75, dated May 28, 1963. Pending orders, on which printing has not been completed, should be amended, if possible, to include ZIP Codes. Existing supplies of stationery showing the old postal zone numbers may be used up.
3. U.S.D.A. HEADQUARTERS ZIP CODES. A separate ZIP Code has been assigned each Federal department and independent agency, taking the place of the "25" in Washington 25, D. C. The following ZIP Codes have been assigned to U.S.D.A. headquarters locations in the Washington, D. C. area:

<u>Location</u>	<u>Code</u>
Agencies serviced by U.S.D.A. Departmental Post Office	- 20250
Agricultural Research Center, Beltsville, Md.	- 20705
Federal Center Building, Hyattsville, Md.	- 20781

4. POST OFFICE BOX CODES. Mail addressed to post office boxes should bear the ZIP Code assigned to the post office in question, in addition to the box number. The ZIP Code number will be placed in the prescribed location at the end of the address. Assigned codes include the following post offices

<u>Location</u>	<u>Code</u>
Benjamin Franklin Station, Washington, D. C.	- 20044
Main Post Office, New Orleans, Louisiana	- 70150
Main Post Office, Kansas City, Missouri	- 64141

(Over)

5. WHEN TO START USING CODES. ZIP Codes should be used as soon as practicable after they become known. In the case of mailing lists, time will be required for the economical incorporation of codes. As an alternative to using ZIP Code directories, consideration should be given to obtaining codes from addressees when making required circularization of mailing lists.
6. ZIP CODE DIRECTORIES AND REFERENCE MATERIALS. Paragraph 6, Attachment A, of Budget Bureau Circular A-59, describes the ZIP Code directories to be published by the Post Office Department. Directories that are for sale by the Superintendent of Documents, Government Printing Office, should be procured by each agency or office, as needed.
 - a. City ZIP Code directories, outside the Washington, D. C. Metropolitan Area, should be obtained, as needed, from local postmasters. In Washington, D. C. agency requests for city ZIP Code directories should be directed to the Records Management Division, Office of Plant and Operations.
 - b. The Post Office Department is supplying the Department of Agriculture with a single ZIP Code directory for the entire United States, in punched-card form. These cards are in the custody of the Office of Management Appraisal and Systems Development.
 - c. Distribution of special informational materials relating to the ZIP Code Program is being made to agency administrative services officers in Washington, D. C. The Office of Plant and Operations will obtain and distribute any additional informational materials which become available.

Questions in regard to this memorandum may be referred to the Records Management Division, Office of Plant and Operations, Extension 7231.


Director

Attachment
B/B Circ. A-59

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

Washington, D. C. 20503

June 15, 1963

CIRCULAR NO. A-59

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: The Postal Zoning Improvement Plan of the Post Office Department

1. Purpose. This Circular provides information concerning a postal zoning improvement plan known as the ZIP Code program, and outlines the responsibilities of Federal agencies for participating in the program.

2. Description of ZIP Code. ZIP Code is an expansion of the present postal delivery zone system. It has been designed by the Post Office Department to provide a uniform coding arrangement by which mail may be mechanically pre-sorted by the mailer and more speedily handled by postal employees, thus accelerating distribution, transportation, and delivery. Attachment A to this Circular explains the system in more detail.

3. Business and public participation. The ZIP Code program is a major, nationwide effort by the Post Office Department, to be initiated July 1, 1963. Once in effect, it will improve mail service and reduce Post Office costs. Both the business community and the public are being urged to cooperate with and participate in the program, and it is important that Federal agencies do so as well.

4. Assignment of ZIP Codes to Federal agencies. Shortly after release of this Circular, the Post Office Department will furnish the proper ZIP Codes to agencies in the Washington, D. C. metropolitan area. Agencies or installations outside the Washington, D. C. metropolitan area should contact the local postmaster to obtain their ZIP Codes.

5. Participation by Federal agencies. Agency participation will consist of the following steps:

a. Effective upon receipt of notification by the Post Office Department, each agency will include the appropriate ZIP Code as part of its printed address when ordering stationery, envelopes, and forms. Placement of the ZIP Code in the address should be in the manner shown in the heading of this Circular. Existing supplies of stationery, envelopes, and forms will be used, without alteration, until exhausted.

b. Each agency is requested to develop plans and procedures for including the addressee's ZIP Code, to the extent practicable, on its outgoing mail. Directories listing ZIP Codes will be available for reference, as set out in Attachment A, section 6.

c. Agencies that have a large outgoing mail volume and that utilize automatic data processing (ADP) equipment to process mail, may, after appropriate study, be requested by the Post Office Department to pre-sort their mail into ZIP Code sequence. Agencies in this category will be contacted by representatives of the Post Office Department and are requested to cooperate fully in discussing, planning, and implementing system changes that will contribute to the success of the ZIP Code program.

6. Assistance from Post Office Department. Assistance in carrying out the ZIP Code program may be requested from the Customer Relations Division, Post Office Department, Washington, D. C. 20260. Matters of a purely local nature should be taken up with the local post office through the postmaster.

KERMIT GORDON
Director

Attachment

POSTAL ZONING IMPROVEMENT PLAN
FACT SHEET

1. Definition. ZIP Code is a five-digit, numerical mail distribution code that will replace and expand the present postal delivery zone system. It will greatly simplify the process of mail handling in post offices, and at the same time speed service and cut costs.
2. Assignment of ZIP Codes. A separate code number will be assigned to each post office. In the 207 cities with local postal zones, the first three digits of the ZIP Code will identify the city, and the last two digits will be the local zone number. In unzoned areas, the first three digits will identify the main focal points of air, highway, and rail transportation--known in the postal service as sectional centers. The last two digits will identify individual post offices served by sectional centers, or delivery stations attached to such post offices. Where appropriate in either zoned or unzoned areas, assignment of numbers to large firms, Government agencies, large buildings, and other major delivery points will also be made.
3. Example of the ZIP Code numerical breakdown. Suppose you live in the 3300 block of North Dinwiddie Street in Arlington, Virginia. Your present address is in Zone 7. Your ZIP Code will be 22207. The first numeral--2--designates one of ten national service areas, consisting, in this case, of the District of Columbia and the States of Maryland, Virginia, West Virginia, North Carolina and South Carolina. The second digit--2--identifies the service area subdivision, or, in this case, a portion of the State of Virginia. The third digit--2--identifies Arlington, Virginia. The last two digits--07--identify the postal zone for that address.
4. Participation by large-volume mailers possessing automatic data processing (ADP) equipment. ZIP Codes are designed for use with ADP equipment, and the program stresses pre-sorting of mail by private business firms and Government agencies that have large mail volumes and possess such equipment. A customer of this type will arrange his mailing lists in sequence, using the code. His own ADP equipment will sort his mail by the code to its destination points. The degree and type of pre-sorting will vary depending on the nature and density of the mailing: to all five digits for a nationwide, heavy-density mailing; to the first three digits for a nationwide, light-density mailing; or to the last three digits for a local mailing. The mail will then be bundled and pouched and delivered to the originating post office. In many cases, non-local mail will go directly from the post office of origin to train, air, and truck terminals for immediate dispatch to the large city, sectional center,

or post office of destination, by-passing as many as six mail-handling steps. Pre-sorted local mail will by-pass several handlings in the local post office.

5. Public participation. Each citizen will be asked to become familiar with the ZIP Code of his own address, and to include that number in his return address on all correspondence. This will help addressees to become familiar with the sender's ZIP Code, and, in the case of correspondence to large-volume mailers, will facilitate incorporation of ZIP Codes into mailing lists without time-consuming searches of post office directories. The public will also be urged, when addressing mail, to include the ZIP Code of the addressee. This will help speed the manual mail handling process in post offices, and will provide the basis for future mechanization of that process.

6. Reference materials available. On July 1, 1963, the following Post Office Department publications will be available for the reference of ZIP Code users:

a. Directory of Post Offices, 1963 edition. This will contain a ZIP Code for each post office in the United States. It may be obtained, at \$2.50 per copy, from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402.

b. Individual ZIP Code directories for the 207 cities having postal zones. These will supplement the Directory of Post Offices by further breaking large cities into specific ZIP Codes for postal zones or other delivery units. They may be obtained, at no charge, from the postmaster of the city for which a directory is desired, or from Headquarters Services Division, Post Office Department, Washington, D. C. 20260.

By July 31, 1963, a ZIP Code directory will be available for each State. These will supplement the Directory of Post Offices by incorporating the material contained in the zoned city directories and by further breaking various unzoned cities and areas into delivery stations or other sub-units. They may be obtained, at prices to be determined, from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

August 27, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 75, Supplement 2

Postal ZIP Code Information Sources

1. GENERAL. This memorandum lists publications which provide Postal ZIP Code information. It is important that correct ZIP Codes are used, in order to avoid possible misrouting, delay or loss of mail matter. For information about any of these materials, contact the Records Management Division, Office of Plant and Operations, through agency channels.
2. ZIP CODE INFORMATION BOOKLET. A small quantity of these booklets has been distributed to agencies in Washington, for headquarters use. A few have been sent by agencies to large field offices. Its purpose is only to explain the ZIP Code system of numbering. It is not intended to be used - and should not be used - for determining ZIP Codes.
3. DIRECTORY OF POST OFFICES. This annual publication is intended primarily for use in identifying post offices and in computing parcel post rates. This year's directory also shows the ZIP Code for each post office. However, the ZIP Code for a given post office is not necessarily the code for all mail going to that post office address. When a paragraph symbol ¶ precedes the name of a listed post office, you must refer to a City or State ZIP Code Directory in order to get the full and correct code.
4. STATE ZIP CODE DIRECTORIES. ZIP Code Directories for all States will be available in the near future. Arrangements have been made to furnish each agency in Washington, where needed, with a free set of State Directories. Several agencies will receive an additional set, which they will break up and send to State or other field offices. The State ZIP Code Directories are the primary reference source (other than the individual directories for zoned cities) for determining correct ZIP Code numbers. The directories contain all the street, house number and other information needed for accurate determination of the ZIP Code for any known address.

5. CITY ZIP CODE DIRECTORIES. Single copies of City ZIP Code Directories for Washington, D. C., Arlington, Virginia, Alexandria, Virginia, and Silver Spring, Maryland, have been sent to each U.S.D.A. agency in Washington, D. C. No distribution of these directories is planned since the information in them is included in the State ZIP Code Directories.
6. ZIP CODES FOR FEDERAL AGENCIES IN WASHINGTON, D. C. Postal ZIP Codes have been assigned to all Governmental agencies formerly using Washington 25, D. C. as an address. The attached list shows the assigned codes. For several agencies, including U.S.D.A., the list shows an additional code for "offices located outside of Headquarters." This code is for possible future use, in connection with servicing agency units which are not at the headquarters location. Do not use this code for any agency until specifically directed to do so.

A handwritten signature in blue ink, reading "J. R. Mangham". The signature is fluid and cursive, with a long horizontal stroke at the end.

Director

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

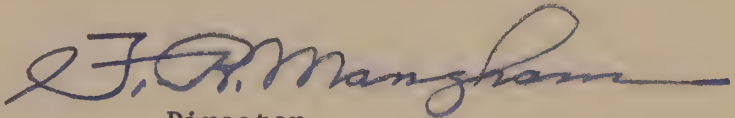
OFFICE OF PLANT AND OPERATIONS

October 16, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 75, Supplement 2

Extension of Postal ZIP Codes to Printed Forms

1. Budget Bureau Issuance. On October 3, 1963 the Bureau of the Budget amended its Circular No. A-59, dated June 15, 1963, by issuing Circular No. A-59, Transmittal Memorandum No. 1. The title of Circular No. A-59 was "The Postal Zoning Improvement Plan of the Post Office Department." A copy of Circular No. A-59, Transmittal Memorandum No. 1 is attached.
2. Nature of Amendment. Transmittal Memorandum No. 1 is an extension of the ZIP Code idea to agency printed forms. It provides that all forms which require a fill-in of address information should include a space or box for the postal ZIP Code number. The new ruling applies to public use forms as well as to internal agency forms.
3. Further Information. The Records Management Division, (Ext. 7231) of this Office will answer any requests for information on this Memorandum and its attachment.


Director

Attachment (See reverse)

CORRESPONDENCE 2

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

October 3, 1963

CIRCULAR NO. A-59
Transmittal Memorandum No. 1

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: The Postal Zoning Improvement Plan of the Post Office Department

This Transmittal Memorandum supplements paragraph 5a of Bureau of the Budget Circular No. A-59, with respect to forms. All new or existing agency forms that require the entry of address information should include, or be modified when next printed to include, an entry space or box for the ZIP Code in lieu of the "zone number." The space or box for the ZIP Code should be located to the right of the State, as shown in Circular No. A-59 and as prescribed by the Post Office Department.

The provisions of this Transmittal Memorandum apply to all agency forms, including those approved under the provisions of Bureau of the Budget Circular No. A-17 (Revised), "Clearance of standard and optional forms," and Circular No. A-40 (Revised), "Clearance of plans and report forms under the Federal Reports Act." In the case of standard forms that are procured through the General Services Administration, Federal Supply Service, agencies may accomplish this change by filing a "Stock Action Request" (SF 84) with the Federal Supply Service, provided that no other change is requested. Forms in which additional changes are desired should be processed in the usual manner under the provisions of Circulars A-17 and A-40.

KERMIT GORDON
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

DEC - 8 1964

3
PLANT AND OPERATIONS MEMORANDUM NO. 75, Supplement 4

Increased Use Of Postal ZIP Codes

1. PURPOSE. The Bureau of the Budget has asked Federal agencies for increased use of Postal ZIP Codes. It asks agencies to take needed action to adapt their mailing procedures to the ZIP Code program. In a revision of Circular A-59, dated October 8, 1964, the Budget Bureau lists actions for agencies to take. This Memorandum summarizes requested action.
2. IMPORTANCE OF IMPLEMENTATION. Some agencies are not making full use of ZIP Codes. Effort should be made to increase the use of ZIP Codes in addressing mail, as well as the pre-sorting of mail into ZIP Code sequence. The Budget Bureau says it is imperative that Federal agencies install ZIP Code procedures to the maximum extent possible, not only to reduce overall Government costs in mail handling but also to encourage the use of ZIP Code procedures by the public.
3. PROCEDURAL ACTION BY FEDERAL AGENCIES. Agencies are asked to take the following action at all installations:
 - a. Each agency will include the appropriate ZIP Code as part of its printed address on stationery, envelopes, and forms. Existing supplies not containing ZIP Code should be used until exhausted.
 - b. All agency forms that require the entry of address information will include an entry space or box for the ZIP Code. This includes forms approved under the provisions of Budget Circular No. A-17 (Revised), "Clearance of standard and optional forms," and Circular No. A-40 (Revised), "Clearance of plans and report forms under the Federal Reports Act."

Correspondence 3

Increased Use Of Postal ZIP Codes

...asked Federal agencies
...to take action to make their mail
...In a revision of Circular A-5, dated October 8,
...the budget bureau lists actions for agencies to take. This
...summarizes required action.

...ZIP Codes. ...as well as the pre-sorting of mail
...by the post office.

...section at all installations:

...part of the printed matter in the
...and forms. Existing supplies not containing ZIP Codes
...should be used until exhausted.

...This includes forms approved under the provisions
...of the Federal Acquisition Regulation (FAR).
...of the Federal Acquisition Regulation (FAR).
...of the Federal Acquisition Regulation (FAR).

- c. All Federal agency notices in which a mailing address is given--such as posters, radio transcriptions, and television films and tapes--will contain the appropriate ZIP Code.
- d. Each agency will develop plans and procedures for including the addressee's ZIP Code, wherever practicable, on its outgoing mail. For intermittent or one-time correspondence, this should involve issuance of instructions to persons who prepare correspondence. For regular mailings, this should involve incorporation of ZIP Codes into mailing lists. The Post Office Department will assist agencies through manual markup of mailing lists under certain conditions, as well as in the loan of magnetic tapes and card decks for use in incorporating ZIP Codes into mailing lists prepared and maintained on automatic data processing (ADP) equipment. Requests for such assistance and loans should be made as outlined in paragraph 6, below.

4. ADP MAIL PROCESSING SURVEY. Each agency using ADP equipment to address mail, or to prepare or process items to be mailed, will make a survey to determine the feasibility of pre-sorting such mail into ZIP Code sequence. If sorting by ZIP Code appears feasible, include in the report a program and timetable for adopting it. If pre-sorting does not appear feasible, give full information and reasons for the decision. Send survey reports in duplicate to Records Management Division, Office of Plant and Operations, not later than ~~December 10, 1964~~, *January 11, 1965*, for transmission to the Post Office Department.

5. ACTIVITIES TO BE SURVEYED. The following activities are to be surveyed:

- a. Departmental Automated Mailing Lists, Washington, D. C. to be surveyed by Office of Plant and Operations.
- b. Departmental Automated Payroll Operations, New Orleans, Louisiana - to be surveyed by Office of Management Appraisal and Systems Development.
- c. Agency Automated Operations which have some potential for future pre-sorting of mailable material in ZIP Code sequence. These include, but are not limited to: ASCS Commodity Offices, FHA National Finance Office at St. Louis, FCIC Branch Office at Kansas City. Descriptive preliminary reports may be submitted on these and similar activities. On the basis of these reports, determination will be made as to whether a full survey is needed. The report should describe the equipment used, the volume and nature of the product, and the procedure and frequency of mailing.

Agency notices in which a mailing address is provided, radio transmissions, and other information should contain the appropriate ZIP code.

For information of one-time correspondence, this should involve issuance of instructions to persons who are responsible for regular mailings. This should include the use of ZIP codes for mailing lists. The Office Inspector will assist agencies through the use of magnetic tapes and card decks. Requests for such assistance and loans should be made as outlined in paragraph 3, above.

It is the policy of the Department to provide for the use of ZIP codes in the reporting of programs and statistics for the Department. It is requested that agencies report the use of ZIP codes in their reports to the Department. This will help in the processing and distribution of the reports.

SUMMARY. The following activities are to be

conducted by the Department of the Interior, Bureau of Land Management, in cooperation with the Department of the Army, Corps of Engineers, and the Department of the Navy, Bureau of Naval Facilities.

to be surveyed by Office of Management

Agency authorized operations which have some potential for future preservation of scientific material in ZIP code areas. These include, but are not limited to: ASAC

preliminary report on the results of the survey. It should be noted that a full survey is needed. The results of the survey should be used to determine the need for further action. The results of the survey should be used to determine the need for further action.

6. LIAISON WITH POST OFFICE DEPARTMENT. The Chief, Records Management Division, Office of Plant and Operations is designated to oversee application of ZIP Code procedures to mailing activities in the Department. He is also the Department's official liaison with the Post Office Department on postal services and operations including the ZIP Code program. Agency headquarters requests for materials or help on postal matters should be directed to that division, *telephone extension 7231.*
7. CODIFICATION. Provisions of this memorandum will be codified in 4 AR.


Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

NOV 29 1965

PLANT AND OPERATIONS MEMORANDUM NO. 75, Supplement 4

Postal Regulations Governing ZIP Coding and Presorting of Mail
by Federal Agencies

The following is a reprint of new Post Office Department regulations governing the use of ZIP Codes by Federal agencies. These regulations were published in the Federal Register of November 19, 1965. The affected Section 137.26 of the Postal Manual is being amended.

Title 39—POSTAL SERVICE

Chapter I—Post Office Department

PART 27—OFFICIAL MAIL

Executive and Judicial Officers

By Executive Memorandum of June 18, 1965, the President directed all Federal Executive Departments and Agencies to take the lead in ZIP Coding mail and instructed the Postmaster General to issue regulations governing the use of the ZIP Code by such agencies.

Pursuant to this directive a new paragraph (f) is added to § 27.2 of Title 39, Code of Federal Regulations. The provisions thereof are effective in two phases to permit time for converting to the ZIP Coding system. The first phase will become effective on January 1, 1966, and will require that typed or handwritten addresses on official mailings by Federal Executive Departments and Agencies must include the ZIP Code. The second phase will become effective on January 1, 1967, and will require that all Federal Executive Departments and Agencies must use the ZIP Code in the addresses on all official mail and that they must presort quantity mailings of identical pieces by ZIP Codes when reimbursement for postage is made to the Post Office Department at bulk third-class rates.

On January 1, 1966, new paragraph (f) to § 27.2 will become effective which reads as follows:

§ 27.2 Executive and judicial officers.

(f) *ZIP Coding of Mail.* Addresses prepared in typewriting or handwriting on official mailings of Federal Executive Departments and Agencies under this section must include the ZIP Code number.

NOTE: Effective January 1, 1967, this paragraph will read as follows:

(f) *ZIP Coding of Mail.* (1) *Addressing.* The address on all official mailings of Federal Executive Departments and Agencies under this section must include the ZIP Code number.

(2) *Presorting and postage charges.* When identical pieces of individually addressed matter are included in a single mailing, and the reimbursement to the Post Office Department required by paragraph (a) of this section is made at the bulk third-class postage rates prescribed by § 24.1(b) of this chapter, they must be prepared in packages and sacks as prescribed by § 24.4(c) of this chapter.

NOTE: The corresponding Postal Manual section is 137.26.

(R.S. 161, as amended; 5 U.S.C. 22, 39 U.S.C. 501)

HARVEY H. HANNAH,
Acting General Counsel.

[F.R. Doc. 65-12493; Filed, Nov. 18, 1965;
8:49 a.m.]

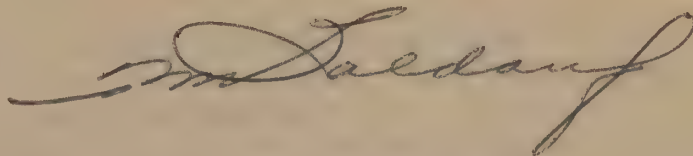
MAIL

המחלקה הכלכלית

משרד המבחן והמבחן
המחלקה הכלכלית

המחלקה הכלכלית
משרד המבחן והמבחן
המחלקה הכלכלית
משרד המבחן והמבחן

Agencies should take action to assure full compliance with these regulations. Any questions about this memorandum may be referred to the Paperwork Management Division of this Office, Extension 7231.

A handwritten signature in dark ink, appearing to read "M. L. Ladd". The signature is fluid and cursive, with a long horizontal stroke at the end.

Acting Director of Plant and Operations



UNITED STATES DEPARTMENT OF AGRICULTURE
Washington 25, D. C.

Office of Plant and Operations

June 13, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 76

Use of Microfilming

1. POLICY. Microfilming is gradually assuming a more important role in office procedures and in information storage and retrieval. This process provides the benefits of space saving and accurate reproduction. However, it is costly and it often presents difficulties in the inter-filing and updating of records, especially those in roll form. Normal uses of microfilming include:

- (a) the preservation of permanent records;
- (b) replacement of deteriorating records having long-term values;
- (c) making of security copies of records for use after enemy action or natural disaster, and
- (d) improvement of procedures for handling records and information.

Inasmuch as microfilming is both a complex and expensive tool, it is important that agency headquarters and this Office know the scope of its use in the Department. The Records Management Division, Office of Plant and Operations, is designated to collect information on agency and staff office microfilming operations, to review such operations, to coordinate microfilm services in the Department, and to provide information and advice on microfilming applications.

2. REVIEW OF MICROFILM OPERATIONS. In order to avoid waste and to promote compliance with the Records Disposal Act of 1943, it is necessary that each existing or proposed application of the microfilming process be reviewed by appropriate agency officials. This Office has issued Form AD-9, Microfilm Project Appraisal Report, to collect information on individual microfilming operations. Form AD-9 will be used by all agencies to evaluate the proposed microfilming of records as a solution to the particular problem for which it is being considered. Form AD-9 will then be used to report agency-approved microfilming operations to the Office of Plant and Operations. The Central Supply Section stocks Form AD-9, a copy of which is attached.

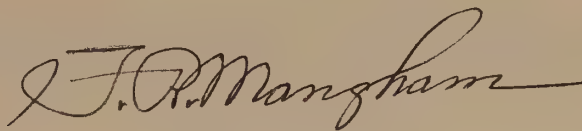
3. REPORTING REQUIREMENT. The Records Management Division intends to compile a listing of all microfilming operations in the Department as of July 1, 1963. Therefore, each agency will require a separate Form AD-9, Microfilm Project Appraisal Report, to be submitted through agency channels to agency

Personal Property 1-2

headquarters, for each current operation involving use of microfilming. A legible copy of Form AD-9 for each agency-approved microfilming operation shall be transmitted to the Records Management Division, Office of Plant and Operations, by August 2, 1963.

4. INVENTORY OF MICROFILMING APPLICATIONS. The Records Management Division will use the Form AD-9 reports to keep abreast of microfilming operations in the Department and also to publish an inventory listing of those operations. The listing should be useful to others in the Department who are responsible for planning and improving program and administrative procedures.
5. PAYROLL MICROFILMING EXEMPTED. Agencies need not submit a Form AD-9 to report on the microfilming of payroll records. Such microfilming was made a requirement by a memorandum from the Assistant Director of Plant and Operations to the Heads of Agencies, dated March 10, 1952.
6. SAME MICROFILMING JOB AT MULTIPLE LOCATIONS. If essentially the same microfilming operation is going to be conducted at more than one location (e.g., all state offices), an agency need only complete the report for one location. However, under the "Remarks" section of the Form AD-9, the agency must clearly show which other locations will carry out the same microfilming operation.
7. FUTURE REPORTING REQUIREMENTS. After the July 1, 1963 inventory report, Form AD-9 need be submitted through agency channels to the Records Management Division, Office of Plant and Operations, only when a new microfilming operation or project is undertaken. A memorandum routed to the Records Management Division will be sufficient to give notice of the discontinuance of any microfilming operation.
8. GENERAL SERVICES ADMINISTRATION MICROFILMING SERVICE. The General Services Administration announced in its circular No. 295 the establishment of a microfilming service available to Federal agencies through the GSA regional offices. Agencies contemplating the use of microfilming should compare the services and costs offered by GSA with microfilm service available commercially or from elsewhere in the Department. A GSA price schedule for microfilming is attached. Although a Government source may be selected to provide microfilming service, Form AD-9 will have to be approved by agency headquarters before beginning a new microfilming job.
9. DISPOSAL OF MICROFILMED RECORDS. An agency operating a microfilming project may wish to dispose of the paper records after microfilming them. Disposal of the paper records requires that the agency secure prior approval from the National Archives and Records Service and from the Congress. This approval must be secured through the Office of Plant and Operations. SEE 4 AR 424.
10. ADVISORY SERVICES. Both the General Services Administration Regional Offices and the Records Management Division, Office of Plant and Operations, will advise agencies, upon request, in regard to contemplated microfilming. Such informal consultations will not eliminate the need for submitting Form AD-9, should an agency decide that a proposed microfilming operation is warranted.

11. CODIFICATION. The continuous provisions of this memorandum will be incorporated in Title 4 of the Administrative Regulations.

A handwritten signature in dark ink, appearing to read "J. R. Mangham", with a long, sweeping horizontal line extending to the right.

Director

Attachments

SCHEDULE OF FEES FOR MICROFILMING SERVICES

Schedule A - 16mm Rotary Camera Automatic Feed

Schedule A covers only card records that are in excellent state of preservation, of uniform size and thickness, and of one color, that are not stapled or fastened together.

<u>Document Length in Inches</u>	<u>Cost per 1,000 Images</u>
2.5 thru 4.0	\$2.60
4.5 thru 6.0	\$2.90
6.5 thru 8.0	\$3.25
8.5 thru 10.0	\$3.60
10.5 thru 12.0	\$3.95
12.5 thru 14.0	\$4.30
14.5 thru 15.0	\$4.75

Schedule B - 16mm Rotary Camera Hand Feed

Schedule B covers card records in good condition which must be hand fed into a rotary camera, because they are not uniform in size or thickness, or color.

<u>Document Length in Inches</u>	<u>Cost per 1,000 Images</u>
2.5 thru 4.0	\$4.95
4.5 thru 6.0	\$5.70
6.5 thru 8.0	\$6.65
8.5 thru 10.0	\$7.90
10.5 thru 12.0	\$9.70
12.5 thru 14.0	\$13.25
14.5 thru 15.0	\$23.20

Schedule C - 16mm Rotary Camera Hand Feed

Schedule C covers subject files, correspondence files, and case files, which may contain a variety of sizes varying in color tone, in types of paper and legibility.

<u>Document Length in Inches</u>	<u>Cost per 1,000 Images</u>
2.5 thru 15.0	\$9.45

Schedule D - 35mm Planetary Camera

Schedule D covers oversize documents such as bound volumes, engineering drawings, large ledger sheets which cannot be filmed with rotary cameras.

<u>Document Length in Inches</u>	<u>Cost per 1,000 Images</u>
14.0 thru 19.0	\$31.20
19.0 thru 24.0	\$35.90
24.0 thru 30.0	\$42.25
30.0 thru 36.0	\$50.65

The charges in Schedules A through D include the cost of filming, inspecting, film and developing, and materials only.

Additional costs, as indicated below, may apply to some projects.

The fees listed in these schedules do not include preparation time which may be required prior to filming. Such preparation may include removal of staples, unfolding documents, document repair and targeting. Where such preparation is required, a fee of \$3.00 per hour should be added to the costs shown in these schedules.

The prices are based on work being performed in the Federal Records Centers. If for any reason an agency must have the filming done on its own premises, a \$5.00 per hour charge will be made for transporting and installing equipment.

If the center must make a special trip to pick up and return records, a charge may have to be imposed on the agency.

If in the judgment of the responsible NARS official the filming is of a more difficult type than stated in the schedule, special costs estimates will be made.

Minimum charge for each project: \$15.00.

MICROFILM PROJECT APPRAISAL REPORT

INSTRUCTIONS

- a. Prepare a separate form for each existing or proposed microfilming operation
 b. Use item 30, "Remarks," or separate sheets to expand on any answer
 c. Transmit through channels to agency headquarters

AGENCY AND LOCATION OF PROJECT

2. THIS PROJECT IS

☐ OPERATING ☐ PROPOSED

3. DURATION OF PROJECT

☐ CONTINUOUS ☐ RECURRING ☐ ONE-TIME

4. NAME OF DOCUMENT OR FILE

5. UNIT OF DOCUMENT OR FILE

☐ SINGLE SHEET ☐ MULTIPLE SHEETS

6. PERIOD RETAINED FOR REFERENCE (in years)

☐ ACTIVE STATUS ☐ INACTIVE STATUS

7. VOLUME OF MATERIAL IN FILE (in cubic feet)

☐ ACTIVE USE ☐ INACTIVE STATUS ☐ ANNUAL ACCRETION

8. NUMBER OF MICROFILM IMAGES TO BE MADE

9. NUMBER OF REFERENCES TO FILE PER MONTH OR OTHER PERIOD (Show period)

 ACTIVE RECORDS: ☐ TIMES PER ☐ INACTIVE RECORDS: ☐ TIMES PER

10. LOCATION OF ORIGINAL FILES

11. LOCATIONS OF DUPLICATE FILES

11A. ARE DUPLICATE FILES COMPLETE? (Yes or no)

12. HAS ESSENTIAL INFORMATION BEEN PUBLISHED, SUMMARIZED, OR DUPLICATED IN OTHER FORM? DESCRIBE.

13. AGE OF OLDEST DOCUMENTS

14. PHYSICAL CONDITION OF MATERIALS

15. COLOR RETENTION IN FILM COPIES IS (check one)

☐ VITAL ☐ DESIRABLE ☐ UNNECESSARY

16. COLOR COMBINATIONS TO BE MICROFILMED (black ink on blue paper, etc.)

17. HOW WILL MICROFILM BE INDEXED?

18. DOCUMENT FORMAT (card, map, sheet, drawing, etc.)

19. DOCUMENT SIZES

 ALL ARE ☐ " X ☐ " OR: MINIMUM ☐ " X ☐ " AND: MAXIMUM ☐ " X ☐ "

20. HOW SECURED (loose, prong fastened, stapled, bound, other, specify)

21. HOW STORED (standing, flat, rolled, hung, other, specify)

22. REASONS FOR MICROFILMING (explain fully under item 30, "Remarks")

☐ SAVE TIME AND LABOR IN OPERATIONS ☐ SAVE SPACE AND EQUIPMENT ☐ INSURE SAFETY OF VITAL RECORDS
☐ PROVIDE DUPLICATE WORKING RECORDS ☐ PRESERVE DETERIORATING RECORDS ☐ OTHER

23. PREFERRED MICROFILM FORM (roll, aperture card, acetate jacket, microprint, etc.)

24. WHERE AND HOW WILL MICROFILM OR PAPER PRINTS FROM MICROFILM BE USED?

25. WHAT DISPOSITION OR CONTINUED USE WILL BE MADE OF THE RECORDS AFTER MICROFILMING THEM?

26. MICROFILMING DONE BY

☐ AGENCY ☐ G.S.A. ☐ OTHER AGENCY ☐ COMMERCIAL

27. MICROFILMING DONE AT

☐ AGENCY ☐ G.S.A. ☐ OTHER AGENCY ☐ COMMERCIAL

28. DESCRIBE KINDS AND QUANTITY OF EQUIPMENT NEEDED FOR THIS PROJECT AND STATE HOW ACQUIRED

29. ESTIMATED TOTAL ANNUAL COST OF THE PROJECT OR TOTAL COST OF A ONE-TIME PROJECT (include labor, equipment cost or rental, contract services, supplies, etc.).

30. REMARKS

31. PROJECT REVIEW AND APPROVAL

PROJECT OFFICER	TITLE	DATE
AGENCY RECORDS MANAGEMENT OFFICER	TITLE	DATE
OTHER AGENCY REVIEW	TITLE	DATE
PLANT & OPERATIONS REVIEW	TITLE	DATE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

October 16, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 76, Supplement 1

Use of Microfilming

1. Extent of Microfilming. Plant and Operations Memorandum No. 76, dated June 13, 1963, requested agencies to submit Form AD-9, Microfilm Project Appraisal Report, on microfilm projects which were in operation as of July 1, 1963. Agencies responded by submitting 55 reports of microfilming operations, 19 of them in the Washington area and 40 in the field. Four of the 55 reports covered microfilming projects which were operating both in Washington and in the field. Agencies estimated that those projects operating on a continuing basis were costing \$105,000 yearly, while those of a non-recurring, one-time nature were valued at \$53,000.
2. Reasons for Microfilming. Most agency reports gave more than one reason for microfilming. A tabulation of the reasons follows:

<u>REASON</u>	<u>NO. OF TIMES GIVEN</u>
Insure safety of vital records	33
Save space and equipment	24
Preserve deteriorating records	15
Save time and labor	15
Provide duplicate working records	14
Other	7

One of the 7 "Other" reasons covered the sale of microfilm copies of its holdings by the Library.

Modern microfilm usage is advancing steadily in the areas of office procedures (Save time and labor), information distribution (Provide duplicate working records), and automated storage and retrieval of information (not shown in the list of reasons). Future surveys of microfilm applications will probably reflect the acceptance of those three trends in this Department.

Personal Property 1-3

1955

THE THEORY OF THE Riemann Hypothesis

by G. H. Hardy

The Riemann Hypothesis is one of the most important unsolved problems in mathematics. It concerns the distribution of the zeros of the Riemann zeta function, $\zeta(s)$, in the complex plane. The hypothesis states that all non-trivial zeros of $\zeta(s)$ lie on the critical line $\sigma = \frac{1}{2}$. This hypothesis has profound implications for the distribution of prime numbers, as it is equivalent to the statement that the error term in the Prime Number Theorem is $O(x^{1/2})$.

There are several equivalent formulations of the Riemann Hypothesis. For example, it is equivalent to the statement that the function $\psi(x) - x$ is $O(x^{1/2})$, where $\psi(x)$ is the Chebyshev function. Another equivalent formulation is that the function $\theta(x) - x$ is $O(x^{1/2})$, where $\theta(x)$ is the function defined by $\theta(x) = \sum_{p \leq x} \log p$.

The Riemann Hypothesis has been verified for the first 15 zeros of $\zeta(s)$ using numerical methods. However, it remains unproven for all zeros. There are many approaches to proving the hypothesis, but none have been successful so far. The hypothesis is one of the most important unsolved problems in mathematics, and its proof would have a profound impact on the theory of numbers.

3. List of Projects. Attachment A presents a brief listing of the microfilming projects reported by the agencies. Further information concerning the projects is available directly from the reporting agencies or from the Records Management Division of this Office, Extension 7231.

A handwritten signature in blue ink, appearing to read "J. R. Mangham", with a long horizontal flourish extending to the right.

Director

Attachment



The following information is for your information only. It is not intended to be used as a basis for any decision. The information is for your information only. It is not intended to be used as a basis for any decision. The information is for your information only. It is not intended to be used as a basis for any decision.

1. The first part of the document is a list of the names of the people who are involved in the project. The names are listed in alphabetical order. The names are: John Doe, Jane Smith, and Bob Johnson.

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ATTACHMENT A - LISTING OF MICROFILMING OPERATIONS

<u>AGENCY</u>	<u>MATERIAL BEING MICROFILMED</u>
Rural Electrification Administration, Washington, D. C.	Loan Ledger Sheets Telephone Loan Allotment Ledger Sheets General Ledger Accounts Mortgage Notes and Related Agreements Electric Loan Allotment Ledger Sheets
Forest Service, Missoula, Montana	Federal Power Projects Stock Driveways Public Water Reserves Reconveyances in Forest Lieu Selections Bureau of Land Management Field Notes of Township Surveys General Land Office Township Plats
Forest Service, Denver, Colorado	Aerial photographs showing delineation of timber types and management com- partment of National Forests in Region 2 Recreation Plans and Maps
Forest Service, Albuquerque, N. M.	Recreation and Lands deeds Engineering Planning Projects Bureau of Land Management Plats Fire Organization Charts Transportation Maps Construction Plans Timber Business Report Rights of Way Homestead and Mineral Survey Plats Proclamations Range Trespass case folders
Forest Service, Ogden, Utah	Transportation Plans Transportation System Maps Recreation Site Plans Township Plats and Homestead Entry Surveys Recreation Management Plan Maps
Forest Service, Juneau, Alaska	Employment Contracts
Forest Service, Madison, Wisconsin	Wood Engineering research data
Forest Service, Berkeley, California	Weather records

ORIGINAL ARTICLES

1930

CONTRIBUTIONS TO THE STUDY OF THE
CLINICAL COURSE OF

General Surgery
The Study of the
Clinical Course of the
Disease of the
Stomach and Intestine

CONTRIBUTIONS TO THE STUDY OF THE
CLINICAL COURSE OF

General Surgery
The Study of the
Clinical Course of the
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The Study of the
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ATTACHMENT A - LISTING OF MICROFILMING OPERATIONS (Continued)

<u>AGENCY</u>	<u>MATERIAL BEING MICROFILMED</u>
Farmers Home Administration, St. Louis, Missouri	Collections and Deposits Individual Ledger Cards Detailed Analysis of Loan Accounts Borrowers Case Number Register
Agricultural Stabilization and Conser- vation Service, Washington, D. C.	Checks, money orders, coins
ASCS, Kansas City, Missouri	Checks, money orders, coins
ASCS, 48 State Offices	Form ASCS-156, Farm Allotment and History Record
ASCS, 25 States plus Puerto Rico and Virgin Islands	Sugar Beet and Cane Farm Record Cards, SU-104, SU-104-1, SU-122
Agricultural Marketing Service, Washington, D. C.	Checks, check register, and supporting documents
AMS, Chicago, Illinois	Checks, Check register, and supporting documents
Agricultural Research Service, Soil & Water Conservation Research Division, Boise, Idaho	Research Project, "Hydraulics of Surface Irrigation" Research Project, "Precipitation and Runoff Studies"
ARS, Eastern Utilization Research & Development Division, Philadelphia, Pa.	Laboratory Notebooks
ARS, Soil & Water Conservation Research Division, Coshocton, Ohio	Rainfall and Runoff Data Tabulations from field charts
ARS, Northern Utilization Research & Development Division, Peoria, Ill.	Laboratory Notebooks
ARS, Soil & Water Conservation Research Division, Madison, Wisconsin	Data in tabular, written, and graphic format
ARS, Pesticides Regulation Division, Washington, D. C.	Regulatory and Registration Records
ARS, Plant Pest Control Division, Hyattsville, Maryland	Card records of insect survey and detection operations

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ATTACHMENT A - LISTING OF MICROFILMING OPERATIONS (Continued)

<u>AGENCY</u>	<u>MATERIAL BEING MICROFILMED</u>
ARS, Animal Inspection & Quarantine Division, Washington, D. C.	Records showing ancestry of pure- bred animals
ARS, Meat Inspection Division, Washington, D. C.	Blueprints of slaughtering and meat processing plants Meat product label files
Statistical Reporting Service, Crop Reporting Board, Washington, D. C.	Records vital to continuity of Crop Reporting Board District Summary files
National Agricultural Library, Washington, D. C.	Deteriorating books and magazines Reference materials for sale to public
Economic Research Service, Marketing Economics Division, Washington, D. C.	Records of private companies
ERS, Resource Development Economics Division, Washington, D. C.	Maps and economic data in private companies and Government agencies
Plant & Operations, Service Operations Division, Washington, D. C.	Requisitions

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

1921

REPORT OF THE DEPARTMENT OF CHEMISTRY

FOR THE YEAR 1921

CHICAGO, ILL.

1922

CHICAGO, ILL.

CHICAGO, ILL.

CHICAGO, ILL.

CHICAGO, ILL.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

July 2, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 77

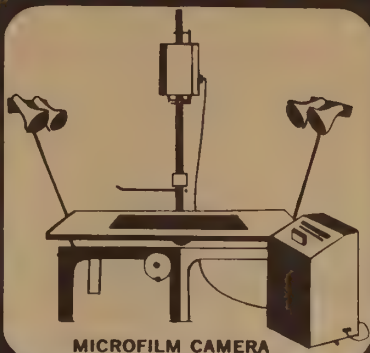
Reprint Of "Microfilm 1962"

1. Permission to Reprint. We have secured permission from Administrative Management Magazine to reprint an article entitled "Microfilm 1962" which appeared in the November, 1962 issue. This article gives a current picture of microfilming equipment and some of its applications. A copy of the article is attached.
2. Reason for Choosing "Microfilm 1962". This Office is making an effort to acquaint agency officials with current information and thinking in the microfilming area. Modern microfilming makes possible many applications in information retrieval, copy distribution, and procedural improvements which were not feasible a few years ago. The article "Microfilm 1962" contains much factual information on microfilm uses, methods, and equipment. It contains a listing of microfilm cameras and readers, showing their features and specifications. It also gives a good, though brief, textual coverage of microfilm cameras, readers, reader-printers, aperture cards, and other information storage and retrieval methods.
3. Governmental Findings. U.S.D.A. readers should be guided by microfilming findings of the Federal Government, in considering certain conclusions presented in the article. For example, Federal experience shows that it is cheaper to store records in a Federal Records Center for at least 30 years, than it is to microfilm the records. Federal experience also shows that finding microfilmed records is not necessarily faster than finding original paper records. There are several variables governing this. In general, when finding microfilmed records is a hand operation, rather than an automated operation, it takes longer than finding original paper records. Finally, Government experience shows that microfilming is not a cheap procedure. Therefore, an agency should carefully evaluate each proposed microfilming application to determine its economic feasibility.
4. Further Information. Requests for additional copies of the reprint, "Microfilm 1962," or questions concerning this Memorandum should be referred to the Records Management Division, Office of Plant and Operations, Extension 7231.



Director

Attachment



MICROFILM CAMERA

Microfilm 1962:



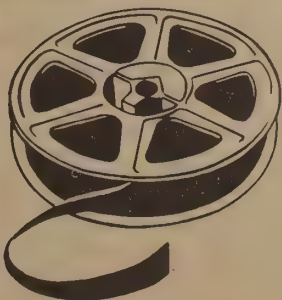
FILM PROCESSING

A "TOOLS OF THE OFFICE" REPORT, on microfilming, with guides to some major microfilm cameras and readers.



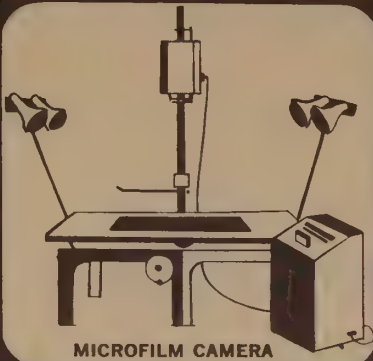
READER OR
READER—PRINTER

Original documents are copied by cameras such as the one in the top frame. Then the film is processed either in your own plant or by the firm from which it was purchased. Returned from processing, film is stored on rolls like that below. Data captured on film is easily located and read by placing the roll on a reader, or a reader-printer should an immediate hard copy be required.



ROLL FILM

Reprinted from Administrative Management Magazine



MICROFILM CAMERA



FILM PROCESSING



READER OR
READER-PRINTER

Original documents are copied by cameras such as the one in the top frame. Then the film is processed either in your own plant or by the firm from which it was purchased. Returned from processing, film is stored on rolls like that below. Data captured on film is easily located and read by placing the roll on a reader, or a reader-printer should an immediate hard copy be required.



ROLL FILM

Microfilm 1962:

By WILLIAM E. PERRY JR., Associate Editor

AMERICANS, living in a land where technological "know-how" abounds, are characteristically matter-of-fact about industrial developments. The family car, household appliances which perform almost any task, jet plane trips, radios, and television are all wonders of the Twentieth Century, which are taken for granted as part of most American lives.

Occasionally, we are awed by the spectacle of a man streaking through space at some fantastic speed, or are horribly fascinated by the magnitude of a recent nuclear blast. We gasp and blink at the occurrence of such natural phenomena as hurricanes, volcanoes, tidal waves or earthquakes, but little else defies our imagination. In short, Americans are pretty hard to impress — unless, of course, they happen to come into contact with . . .

Microfilm. Ironically, the invention is not even one of the wonders of the Twentieth Century. Just about the time Jules Verne was in his heyday, another Frenchman, Rene-Prudent-Dagron, was creating a fantasia of his own — microfilm. The year was 1870.

However, the development of microfilm into a useful tool must be credited entirely to the "men of vision" of our time. The last twenty years have seen microfilming explode from virtual infancy into a spectacular giant.

The first demonstration of what microfilm can do leaves one without superlatives enough to describe what has happened. The one hundredth demonstration has pretty much the same effect.

Few office tools are so well

equipped to meet industry's many demands, and yet, few are as shrouded in mystery and myth. Much of this mystery and myth has been spawned by the industry itself, which until recently has been rather shy about what goes on inside.

The mystery, if there ever was one, dissolves as quickly as you can wink the shutter of a camera—which is exactly what happens when you microfilm. Despite the fact that the results of that shutter-wing appear to be Houdini influenced, there are no tricks—other than the extraordinary trick of taking a picture. True, the picture is small — smaller than the naked eye can read (hence the mystery)—but that is "old hat" with cameras. Think about it like this: when you take a picture (with your own camera) of a six-foot tall person, what size photograph do you get?

The myths about microfilm are several, and like most myths, have very little to do with fact. Also, like most myths, they are often hard to dispel, regardless of the facts. Let's look at some.

Myth I. "Unless I plan to keep my records five years or longer. I'm told I don't need microfilm."

Fact. What's happening to those records during the five years it takes to collect them? They are taking up space, being misfiled, getting crumpled, and costing you money that doesn't show up on an account ledger. An active microfilm program can go to work for you anytime — from the day you get your first record. Back in the days when microfilm was thought of as a storage medium only, the five-year myth might have had some

A myth exploding special report on rapid photographic information retrieval systems

validity, but with the emphasis today on information retrieval, nothing could be more incorrect.

Myth II. "Sure microfilm saves space, but what happens when I need certain papers in a hurry? I certainly can't find anything if it's 'lost' in a bunch of film."

Fact. Not only will you be able to find whatever you are seeking, but you probably will be able to find it much more quickly than you could by searching through original documents — and this includes making a copy of the found document. A prime example of rapid information retrieval is the Social Security Administration. This government agency maintains files of records of some 130 million people—all on microfilm. Within 90 seconds after a record is requested it can be found and an exact copy reproduced.

FITS BUDGETS

MYTH III. "Microfilm is fine for the government and really big firms, but it is too expensive for most budgets."

Fact. Expensive? Microfilm does cost money, but whether it is as expensive as your present method of record keeping and retrieval is open to much doubt. Whatever your need, no matter how small, there is a microfilm system tailored to fit. True, the basic microfilm equipment is probably more costly than any kind of equipment you now have for records, but that's not the area in which to look for savings. What happens after you acquire basic record retention equipment is! Firms of all sizes have been effectively using microfilm for

years, and realizing actual savings up to 60 percent.

Myth IV. "What about all the specially trained people I'll need to maintain an active microfilm program."

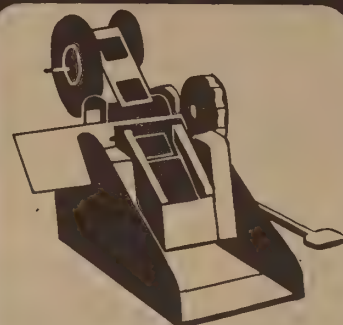
Fact. Unless you consider average clerical help special, no further thought need be given this. Microfilm equipment is so simple to operate today, that the cliché "even a child can do it" is quite applicable. Much of the equipment is even easier to operate than many personal cameras. There is some equipment, which will be mentioned later, that may require additional training, but in the main most calls for none but the most ordinary skills.

Myth V. "I don't think microfilm can help me as I have a lot of legal work. The courts only accept original documents."

Fact. Microfilmed records are legally admissible by statute as primary evidence in all but two states — Mississippi and West Virginia, and one territory — Puerto Rico. However, there has never been a case reported whether covered by statute or not where microfilm has not been accepted as evidence. In 1949, the National Conference of Commissioners on Uniform State Laws recommended the enactment of a Uniform Photographic Copies of Business Records as Evidence Act. It stated, in part, that an organization keeping records in the regular course of business may microfilm them and destroy the originals. All states with microfilm statutes substantially followed this recommendation. Before destroying any originals check state and local ordinances. In some instances

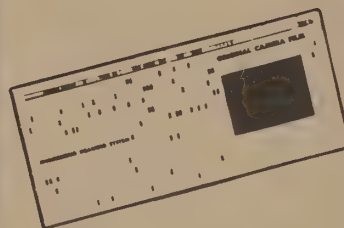


APERTURE CARD

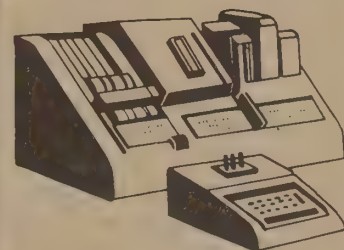


CARD MOUNDER

This side shows a card technique generally used in handling film images of large size drawings, maps, etc. The unmounted aperture card at top has been prepunched by card punch machinery at bottom. Single frames of film are mounted by card moulers, after which the cards may be tabulated by standard data processing equipment, or like film rolls, may be placed in readers or reader-printers.



MOUNTED CARD



CARD PUNCH

there is a time requirement on original documents.

Though microfilm benefits are multiple, potential users should approach one area with utmost caution: if the *only* reason for microfilming is to save space—watch out! This could be expensive. Yes, you will save up to 98 per cent of your storage space, but this factor alone will not pay for a microfilm program. Before converting examine your present storage program—40 per cent of those records can probably be discarded!

DATA RETRIEVAL

AS remarkable as the space saving features of microfilm are, they have to take second place to some of the other benefits which are even more exciting.

Retrieval, for the uninitiated, simply means recovering a document once it has been filed. Heretofore there have been several methods of filing things: alphabetically, numerically, color, etc. No matter what method was used, there was only one way to find something that had been filed: a search through papers of varying size and condition until the document was located. Then if a copy was desired it meant going to a copy machine to make what could be an inadequate copy, or sending the original out to be photostated. It got the job done — sometimes — but how? Time spent in locating the document, time spent in making a copy (on a copy machine that might not reproduce everything on the original), wear and tear on the original, especially if the document had a high incidence of referral (to say nothing of the wear and tear on yours and your secretary's nerves). Remember the last time someone important sat impatiently in your office, waiting for a copy of something you saw only yesterday or last week, but was misfiled after its last reference? Embarrassing wasn't it? And what about finding a document from last year's

A GUIDE TO SOME

MANUFACTURER OR DISTRIBUTOR	MODEL	TYPE (b)	DIMENSIONS	WEIGHT
BELL & HOWELL (1)	Micro-Twin BH-205	R	33"x32"x22½"	137
			43"x32"x22½"	137
BELL & HOWELL (1)	B&H 575 Tab-Tronic	R	42"x22"x11"	110
BRUNING	Dea-Graph CA7	P	12"x10"x6½"	800
De FLOREZ	High Speed Microfilmer	P	11"x5"x15'	5000
FEDERAL	MF16A	R	7½"x16¾"x27"	30
GRISCOMBE (2)	Microfax A-1	P	29"x65"x46"	60
GRISCOMBE (2)	Microfax A-2	P	62"x85"x10'2"	350
GRISCOMBE (2)	F-4	P	35½"x20"x24½"	75
HYCON	H-121	P	23"x23"x25"	10
IDEAX	Microcopy	P	17"x13¼"x4½"	15
LEITZ	Reprovit I	P	31½"x26¾"x23"	180
LEITZ	Reprovit II	P	47"x27"x23"	213
FREDERIC LUTHER	FA-1	P	30"x18"x15"	45
MICROCARD	SR-5	P	6½"x4"x2'	250
NIKON	PA	P	19½"x9"x7"	*
NIKON	SA	P	13¾"x10"x4¼"	*
OPTICOPY (3)	Micro-Master	P	10'6"x94"x64"	*
OPTICOPY (3)	Micro-Master 105/35	P	11'2"x8'6"x7'11"	1800
PFAFF	Corvette	R	4"x8¾"x13"	7
PHOTO DEVICES	PD 105C	P	11'2"x9'4"x5'9"	900
PHOTO DEVICES	PD 1088B	P	10'6"x9'4"x5'9"	900
PHOTO DEVICES	PD 1100	P	50"x37"x30"	110
PHOTO DEVICES	PD 1185	P	20"x16"x18"	40
PHOTOSTAT	Photostat 42"	R	41"x52"x20"	610
PHOTOSTAT	Portable	R	12"x13¼"x23" (open)	21
			12¾"x13¼"x5½" (clsd)	21
PHOTOSTAT	Photostat 70	P	7'x7'x16'	1400
RECORDAK	MRC-4	P	10'4"x8'4"x2½"	*
RECORDAK	MRD-2	P	102"x72"x34"	165
RECORDAK	JD	P	34¼"x20"x22"	100
RECORDAK	RF-1	R	34¾"x31½"x47½"	350
RECORDAK	Bantam RH	R	17½"x25"x26"	
RECORDAK	Reliant RM-1	R	29½"x25"x26"	155
RECORDAK	Portable RP-1	R	6½"x15½"x12½"	24
RECORDAK	Reliant 500 RS	R	17"x24"x25¼"	180
RECORDS SERVICE	Microfax B	P	65½"x37½"x37½"	500
REGISCOPE	Recorder	P	22½"x12"x12"	19
REGISCOPE	L	P	22½"x12"x12"	23
REMINGTON RAND	Portable F8.1	R	10½"x19¼"x19½"	54
REMINGTON RAND	Portable F8.112	R	10½"x19¼"x19½"	54
REMINGTON RAND	Camera F11	R	17"x23"x25"	135
REMINGTON RAND	Film-A-Record 555	R	18"x23"x23"	155

Footnotes: (b) R — Rotary; P — Planetary. (c) Text explains fully. (d) Where only one dimension is given it refers to width; length is theoretically unlimited.

files, or the year before that. How fast could that be located?

Data processing equipment, through the use of key punched, 80-column cards, was a vast improvement in retrieval methods. It was, however, only a partial solution. There still remained

the problem of making copies, which in the final analysis required locating the original anyway — but at least cards let you know what information you were looking for.

Modern microfilm equipment has proven to be the best method

MAJOR MICROFILM CAMERAS

FILM WIDTH (mm)	IMAGE PLACEMENT (c)	MAXIMUM COPY SIZE (d)	REDUCTION RATIO (e)	P PRICE (f)	CIRCLE INQUIRY CARD NUMBER FOR MORE DATA
16	Simplex, Duplex, Duo	11"	24, 37, 44	\$1,371 up	102
16	Simplex	15"	26	\$3,200	
16, 35	Simplex	27½"x54"	6 to 30	\$4,750	103
35	Simplex	34"x42"	29	On Request	104
16	Simplex	12"	20	Less than \$800	105
35	Simplex	20"x24"	16	\$1,195	106
35	Simplex	37½"x52"	12 to 30	\$3,950	
16	Simplex	11"x17"	21	\$985	
35	Simplex	14½"x15"	17½	On Request	107
35	Simplex		10	\$275	108
35	Simplex	16"x24"	1 to 17	\$171	109
35	Simplex	16"x24"	1 to 17	\$708	
16	Simplex	10"x15"	18	\$795	110
70	Simplex	9½"x12½"	17	*	111
35	Simplex	16"x24"	17	\$305 to \$399	112
35	Simplex	5"x7½"	5	\$205 to \$299	
35	Simplex	37½"x52½"	12 to 30	\$8,900	113
105, 35	Simplex	42"x63"—37½"x52½"	4 to 11; 12 to 30	\$12,900 installed	
16	Simplex	9"	16	\$450	114
105	Simplex	40"x60"	3, 10	\$8,100	115
70	Simplex	40⅞"x52½"	4 to 15	\$5,750	
16, 35	Simplex, Duplex	24"x36" (optional)	8 to 24	\$1,400	
16	Simplex	3"x5"	15	\$900	
16, 35	Simplex	42"	20, 24, 30, 35	\$12,500	116
16	Simplex	11"	22.5	\$937	
70	Simplex	42"x60"	6 to 17	\$5,575	
16, 35	Simplex	37½"x52½"	12 to 30	\$5,150	117
16, 35	Simplex	26¼"x36¾"	5 to 21	\$2,750	
16	Duplex, Duo	9½"x14"	36 (only)	\$925	
16	Simplex, Duo	14"	24, 28, 35	\$2,150	
16	Simplex, Duo	11"	19, 24, 32, 40	\$1,030	
16	Simplex, Duplex, Duo	11"	24, 32, 40	\$2,195	
16	Simplex	12"	20	\$845	
16	Simplex, Duplex, Duo	11"	24, 32, 40	\$2,895	
105	Simplex	24"x36"	15 to 25	\$6,000	118
16	Simplex	4½"x11"	22	\$450 to \$550	119
16	Simplex	4½"x9½"	22	\$550	
16	Simplex, Duo	12"	19, 25, 40	\$1,540 to \$1,676	120
16, 35	Simplex	12"	12	\$1,676	
16	Simplex, Duplex, Duo	11½"	25, 35, 42	\$2,050	
16	Simplex, Duplex, Duo	11½"	25, 35, 42	\$2,585	

(e) Ratios are the number(s) given to 1. (f) Price is basic, does not include accessories which may be required. (1) Distributed also by Burroughs. (2) Distributed by Remington Rand, Dietzgen, Xerox, Photostat. (3) Distributed by Keuffel & Esser. (*) Not known at time of publication.

yet. First, since the key to effective retrieval is effective filing, microfilm simplified initial filing by permanently fixing records in proper order (if they were filmed in proper order) with no chance for misfiling. Since a minimum of film handling is required, records

remain in good shape for as long as you need them.

If you'll recall the SSA example in Myth II, you have a fair idea of just how fast a retrieval is possible.

With microfilm the usefulness of original documents is expand-

ed. The use of original sales slips in billing systems is the fastest growing illustration of this benefit. For example, retail stores no longer find it necessary to itemize monthly statements. They simply attach the original sales slips to the customer's monthly state-



The Filmsort 1000 processor-camera by Minnesota Mining & Mfg converts original documents into fully processed aperture cards with a push-button. Films front and back of documents on a single card



New concept in automatic micro-filming with Bell & Howell 575 Tab-Tronic for continuous forms

Microfilm Leaders Speak

Five officials in the industry had this to say:

Rising costs of increased paper handling throughout business have revolutionized the application of micro-image equipment. It's been a long time since microfilm was just a security measure. Today, it's a significant tool for cost control. Firms . . . are using microfilm equipment in systems applications to limit expenses in their day-to-day operations. Microfilm equipment is big business because business is big and its costs have been too big.

—A. T. Craft, vice-president, Bell & Howell Business Equipment Group.

Management can prevent the resulting profit squeeze only by effecting economies within its own organization. For many businesses . . . microfilm has become one of the tools for lowering costs while expediting production. . . . Successful users of microfilm have found it every bit as good and more economical than previous methods. Its use has resulted in reductions in time costs . . . while getting products to the market more quickly . . . microfilm has assumed an active, economically sound role in business. . . .

—H. P. Buetow, president, Minnesota Mining & Manufacturing Co.

The uses of microfilm are many, but they can be grouped into three main categories: reclamation of space, elimination of written description, and providing security for vital records. . . . Microfilming is a system of information storage and retrieval as contemporary as space flight.

—F. V. Bergren, vice-president, Remington Rand Office Systems.

Impressive strides forward have been made with automatic information retrieval from microfilm records with the development . . . of automatic film readers. The development of microfilm equipment for relieving the burdens imposed by the mass production of paper record printout by computers and electric accounting machine installations has established microfilming as an important component of these advanced approaches to efficient records administration and retention.

—James M. Arnold, president, Recordak Corp.

To know, understand and appreciate microfilm, you have to have a feeling for it. Learning the technical terms, studying the flow charts and inspecting the hardware is not enough. You have to roll up your sleeves, try your hand at operating a camera, mounting the film in an aperture card, running the cards through the miracle machines of electronic data processing and working with reader-printers. In short you have to live with it to truly appreciate it.

—Donald W. McArthur, president, National Microfilm Association.

ment, to support the total charge. These sales slips have been micro-filmed before they are mailed back to the customer with the statement, so that the store no longer needs them as accounts receivable records. Many other companies using credit card systems are employing the same methods as department stores.

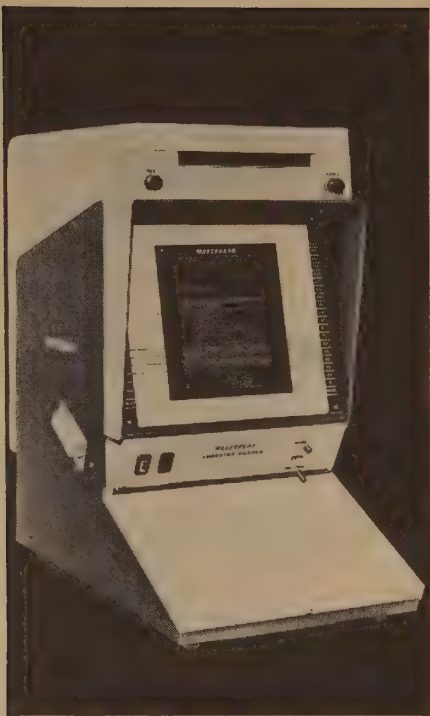
The importance of records survival cannot be overstated. According to a national credit organization, 40 percent of the firms whose records are lost in fire or theft never open their doors again. Could your firm continue if all your records were destroyed?

Microfilm solves this problem, too, by providing extra copies of all your documents. Then, if need be, your originals can be stored in mountain vaults and you can run your business on microfilm. Some companies even like to reverse this procedure by storing microfilmed copies of originals working from the film.

SURVEY IS FREE

THE list of microfilm benefits goes on and on, as the industry itself continues to come up with answers to the problems faced by business today and tomorrow. But perhaps we can best examine these benefits by looking at the equipment which makes them possible.

Before buying the first piece of equipment — before even



The Recordak Lodestar reader-printer combines fast information retrieval with push-button print out of copies. Machine plays a key role at Sears-Roebuck in catalog system.



Camera-Coder by Magnavox is first step in MEDIA system developed to maintain large files which must be scanned and updated frequently. Makes copies in seconds.



New Electrostatic microfilm reader-printer by Burton Mount shows aperture card images magnified 15 times. Instant dry copy prints in 18" x 24" size cost about 20 cents.

Microfilm CONTINUED

thinking about buying—the best thing to do is seek expert advice. Setting up a microfilm program is an expensive procedure — in terms of initial outlay. Quality equipment is not cheap. A wrong choice of equipment can eliminate any of the advantages hoped for. Don't despair—almost every major manufacturer and distributor offers advice and a complete survey without charge or obligation. These men are trained to help you determine the right equipment needed for each installation. They can tell you whether to buy or rent equipment, and show you how to prevent obsolescence by predicting future needs. Since this is all free, it would be foolish, indeed, for the prospective buyer not to get estimates and surveys from as many companies as possible. It would also be a good idea to become familiar with some of the basic equipment. The charts on pages 42-43 and 48-49 should help you here.

The base, or solid foundation, of a microfilm program is established with four pieces of equip-

ment: cameras, readers, printers, and reader-printers. Later you may find that you have a need for special or refined equipment, but. . .

It all must begin with a camera. There are only two types: rotary (sometimes called "flow") and planetary.

Rotary cameras are the most widely used. They have a wide range of prices, and an equally wide range of ability. The greatest single advantage of rotaries is speed and simplicity of operation, but this is by no means the only advantage. Some important extras offered by rotaries are their ability to make duplicate rolls of film at once, and the variety of film patterns available. They require no knowledge of photography or lighting. In fact, most are as easy to operate as an office duplicating machine.

SMALL SIZE

ANOTHER advantage of these cameras is their size. They are relatively small. Most can be accommodated in the average office — on a desk — and some are even portable, allowing field auditors, for example, to pack up

their cameras and microfilm wherever there is an available outlet.

Generally film loading in a rotary is simple. Usually film can be loaded in the ordinary light of the average office.

In this type camera the image being filmed is in motion during the time it is being filmed. This is accomplished by having the original go around on a belt until it passes an aperture through which it is filmed. The originals come out again, on the same side they went in, and in the same order — neatly stacked in a tray. No mystery there. The original is fed into the camera much like documents are fed into mimeograph machines. However, unlike some mimeograph machines, there is little danger of more than one document at a time going through the camera—roller feelers stop the machine in this event.

Largely, rotary cameras are restricted to 16 mm film, although there are a few which will accept 35 mm film.

These cameras are best suited for common office documents. They will microfilm documents (some models) up to 15 inches



An average of 400 frames per hour can be mounted with this Filmsort hand mounter from Minnesota Mining & Mfg. Handles 35 mm roll film for conversion into aperture cards.

wide. In theory the length of a document can be unlimited. Reduction ratios range from 16x to 40x. The higher the ratio, the smaller the image.

To find the approximate number of images that fit on a roll of film (in a single row) use this formula:

Reduction ratio X length of film in inches
Feed length of record in inches plus 1
equals images per roll

For example, microfilming records with an 11 inch feed length at a 24 to 1 ratio results in about 2400 images on each 100 foot roll.

$$\frac{24 \times 1200}{12} = 2400$$

Reductions ratios are easily varied on planetary cameras; rotaries are less flexible, requiring a different lens for each new reduction ratio.

There are three methods of filming with a rotary camera: simplex, duo, and duplex.

Simplex is the usual method for filming office data when only one side of a document is needed. The document is filmed across the width of the film in tandem.

Duo filming employs the 8 mm

A GUIDE TO SOME MAJOR

MANUFACTURER OR DISTRIBUTOR (1)	MODEL NAME	DIMENSIONS	WEIGHT (lbs.)	FILM WIDTH (mm)	SCREEN SIZE (a)	MAGNIFICATION RATIO	METHOD OF FILM ADVANCE
AMERICAN OPTICAL	Micro Opaque AO 5075A	22½"x19½"x13½"	23	9"x9" (card)	11"x12½"	15, 20, 23	Manual
ATLANTIC MICROFILM	XB	6"x8"x12"	10½	35 (2"x2" cards)	Unlimited*		Manual
AUDIO VISUAL RESEARCH	Dagmar Super	9"x9"x9"	16	35, 16	Independent & Variable	12 to 28 up	Manual
BELL & HOWELL (2)	BH 189	28½"x18"x20½"	55	16	14"x14"	18, 30, 37, 49	Motor, Manual
BELL & HOWELL (2)	BH 206	20½"x10½"x13¼"	16	16	8½"x11"	24, 37	Motor, Manual
BELL & HOWELL (2)	BH 289	27"x16"x19½"	60	16	13½"x13½"	18, 30, 37, 49	Motor, Manual
BURTON MOUNT	Duophoto M35	30"x30"x30"		35	18"x24"	15	Manual
De FLOREZ	A	96"x48"x44"	1,250	35	48"x33"	34	Motor
DOCUMAT	U	24"x13"x16¾"	27	16, 35	11"x11"	15, 24, 35	Motor, Manual
ERBAN PRODUCTS	910-5 & 910-6	21"x10"x10"	11	16, 35, 70	9"x10"	12, 18	Motor
ERBAN PRODUCTS	1612-L	27"x18"x12"	26	35	16"x11"	15, 21	Manual
FEDERAL MFG.	701 Reader-Projector	11½"x11"x7"	10	35	Unlimited*	6 to 60	Manual
GRISCOMBE (3)	KH15-4305	23½"x11"x19"	20	Cards (c)	10½"x12"	15	Manual
GRISCOMBE (3)	KL	23"x12½"x22½"	35	16, 35	12"x12"	24	Manual
GRISCOMBE (3a)	Microfax 70	40"x34½"x44½"		70	24"x34"	9	Manual
KARL HEITZ	Robot Reader-Projector	19"x10"x12½"	16¼	35 (2"x2" slides)	8½"x8½"	9	Manual
INDUSTRIAL DESIGN	Scanner 61	19"x13"x15"	20	Cards (c)	10½"x12"	15	Manual
INDUSTRIAL DESIGN	84	28"x26"x30"	67	Cards (c)	18"x24"	15	Manual
KEUFFEL & ESSER	D&R Viewer	42"x72"x42"	650	105	36"x48"	8	Manual
KEUFFEL & ESSER	ML-1	8"x10"	8	105	4"x6"	3	Manual
KEUFFEL & ESSER	P3	25"x34½"x8½"	55	105	12"x18"	3	Manual
FREDERIC LUTHER	Mark 36	57"x51"x30"		Cards (c)	24"x36"	22	Motor
MICROCARD	5B	17½"x10¼"x15"	20	Cards (c)	10"x10"	23	Manual
MICROCARD	6B	17½"x10¼"x15"	23	Cards (c)	10"x10"	23	Manual
MICROCARD	Mark VII	17½"x10¼"x15"	24	Cards (c)	9¾"x10½"	23	Manual
MICRODEALERS	Draftsman 708C	26¾"x21¼"x27½"	40	Cards (c)	12½"x18½"	14 up	Manual
MICRODEALERS	Draftsman 708D	32"x28"x26"	51	16, 35	18"x24"	15	Manual
MICROLEX	B	16"x8"x13½"	21¾	Cards (c)	6½"x6¾"	22.4	Manual
MICROLEX	BVM	16½"x8"x14¼"	22	Cards (c)	6½"x6¾"	21 to 28	Manual
MINNESOTA MINING & MFG. (4)	Filmac 100	24½"x16"x19"	80	16, 35	8½"x11"	7, 9, 13, 19, 26, 32	Manual
MINNESOTA MINING & MFG. (4)	Filmac 200	32"x31"x36"	310	35, 16	18"x24"	15	Manual
MINNESOTA MINING & MFG. (4)	Filmac 200R	33½"x31½"x36½"	310	35, 16	18"x24"	15	Manual
MINNESOTA MINING & MFG. (4)	Filmac 300	26"x21½"x46"	220	16, 35	11"x14"	16, 35	Manual
MINNESOTA MINING & MFG. (4)	Inspector 50	5"x9"x13½"	9	35	8"x8"	6, 10	Manual
MINNESOTA MINING & MFG. (4)	Designer 184	31½"x25½"x26¾"	40	Cards (c)	18"x24"	15	Manual
OZALID DIVISION GENERAL ANILINE & FILM	RC77	30"x25¾"x39"	125	Cards (c)	18"x24"	15	Manual
PFAFF DEVELOPMENT	Corvette	10¼"x12"x13½"	5	16	8"x10"	13.3	Manual
PHOTO DEVICES	PD1193	15½"x12½"x16½"	9	16, 35	9"x12"	12	Manual
PHOTOSTAT	18.24	51½"x46"x36"	350	16, 35 (cards)	18"x24"	14.7	Manual
PHOTOSTAT	Autofocus	32½"x24½"x19½"	160	16, 35	14"x14"	23 thru 36	Motor
PHOTOSTAT	12.12	22"x14½"x13½"	19	16	12"x12"	24	Manual
READEX	C	18½"x14"x19¼"	30½	Cards (c)	9"x11¾"	20	Manual
RECORDAK	MPC	62½"x28"x23¾"	163	16, 35	18"x18"	12 to 23	Motor, Manual
RECORDAK	MPE	38½"x23"x23"	53	16, 35	20"x20"	19	Motor, Manual
RECORDAK	PL	23½"x13¾"x24½"	67	16	12¼"x12¼"	24, 32, 40	Manual
RECORDAK	PM-2	25¾"x18"x32½"	100	16	14"x11½"	23, 30, 40	Motor, Manual
RECORDAK	PS	25"x16½"x29"	90	16	13½"x13½"	23	Motor
RECORDAK	PES	31"x16"x28½"	143	16	13½"x13½"	23	Motor
RECORDAK	PV	19½"x16"x11¼"	23	16	9"x12"	20, 24, 32, 40	Manual
RECORDAK	STARLET	21½"x14"x19½"	32	16	12"x10⅞"	20	Motor, Manual
RECORDS SERVICE	A	25¾"x23"x26¾"	75	105	18"x18"	17	Manual
REMINGTON RAND	Electronic AO Reader F 077	48"x17¾"x28¼"	120	16, 35	14½"x14½"	23, 40	Motor
REMINGTON RAND	F440, KJ	21"x12½"x13"	25	Cards 35	10½"x12"	15	Manual
REMINGTON RAND	9, F72	29¼"x16½"x19¼"	54	16, 35	14"x14"	20, 24, 26, 30, 43	Manual
REMINGTON RAND	F71 KD	29¼"x16½"x19¼"	54	16, 35	14"x14"	15, 20, 24, 30, 43	Manual
REMINGTON RAND	Filmcard Reader KE	29¼"x16½"x19¼"	54	16, 35	12"x12"	17, 24, 30, 43	Manual
REMINGTON RAND	KG15 or FG78	30"x27"x28"	80	16, 35	18"x24"	14¾	Manual
REMINGTON RAND	Microfax PA	11½"x13"x10"	17	16, 35	14"x14"	17, 23, 30, 43	Manual
REMINGTON RAND	RB series	29¼"x16½"x19¼"	50	16, 35	12"x12"	17, 24, 30, 43	Manual
REMINGTON RAND	F-468	26"x13"x30"	68	16, 35	11"x11"	16, 25, 35, 42	Manual
VIEWLEX	Previewer SR	10"x8"x5"	5	35	6"x8"	10	Manual
WESTERN BLUE PRINT	Webco	39"x27"x24"	8½	16, 35	17"x22"	14	Manual

(1) A few foreign manufacturers and/or distributors have been left off this chart

(2) Also distributed by Burroughs

(3) Distributed by Eugene Dietzgen and other authorized dealers

(3a) Manufactured and distributed by Griscombe

(4) Distributed by Thermo-fax and Filmsort Products dealers

*Projected on a screen, and theoretically unlimited

MICROFILM READERS

AUTOMATIC COPY-PRINTER	MODEL TYPE	FILM LOADING METHOD	IMAGE ROTATION		PRICE (b)	CIRCLE INQUIRY CARD NUMBER FOR MORE DATA
			DEGREES	METHOD		
No	Table	Side		Mechanical, Scanning	\$250	121
No	Portable	Top			\$79	122
No	Table, Portable	Top		Scanning	\$139.95 to \$145.95	123
No	Table	Under Screen	360	Mechanical, Scanning	\$325 to \$450	124
No	Table, Portable	Top	360	Mechanical, Scanning	\$295 to \$350	
No	Table	Under Screen	360	Mechanical, Scanning	\$490 to \$750	
Yes	Table	Side			\$1,995	125
No	Floor	Under Screen			On request	126
No	Table	Top	360	Mechanical, Scanning	\$295 to \$400	127
No	Table, Portable	Top	360	Optical, Scanning	\$485	128
No	Table, Portable	Top	360	Optical, Scanning	\$650	
No	Portable	Side	360		\$160 to \$210	129
No	Table, Portable	Top		Mechanical, Scanning	\$225	130
No	Table	Under Screen		Mechanical, Scanning	\$350	
No	Floor	Under Screen	360	Mechanical, Scanning	\$1,550	
No	Table	Under Screen	360	Mechanical	\$399	131
No	Table, Portable	Under Screen		Scanning	\$185	132
No	Table	Under Screen	90		\$595	
No	Floor	Side	360	Optical	\$1,780	133
No	Table, Portable	Top		Scanning	\$180	
No	Table	Top			\$495	
No	Floor	Side	360		\$1,995	134
No	Table, Portable	Under Screen			\$237.50	135
No	Table, Portable	Under Screen			\$297.50	
No	Table	Under Screen			\$450	
No	Table	Under Screen			\$179	136
No	Table	Side			\$349	
No	Table, Portable	Under Screen			\$167.50	137
No	Table, Portable	Under Screen			\$237.50	
Yes	Table	Under Screen			\$629	138
Yes	Table	Under Screen			\$1,200	
Yes	Table	Under Screen			\$1,485	
Yes	Table	Under Screen			\$3,600	
No	Portable	Side			\$73 to \$131	
No	Table	Top	180	Mechanical, Scanning	\$835	
No	Table	Under Screen		Scanning	\$595	139
No	Table, Portable	Top	360	Mechanical, Scanning	\$165 to \$195	140
No	Table	Top			\$350	141
Yes	Floor	Under Screen				142
Yes (optional)	Table	Under Screen	360	Optical, Scanning	\$1,195	
No	Table, Portable	Top	360		\$295	
No	Table	Under Screen		Scanning	\$285	143
No	Floor	Top	360	Mechanical, Scanning	\$1,095	144
No	Table	Top	360	Mechanical, Scanning	\$525	
No	Table	Under Screen	360	Optical, Scanning	\$365	
No	Table	Under Screen	360	Optical, Scanning	\$1,095	
No	Table	Side			\$995	
Yes	Table	Side	None		\$2,650	
No	Table, Portable	Top	90	Mechanical, Scanning	\$365	
No	Table, Portable	Under Screen	None		\$485 to \$525	
No	Table	Top		Scanning	\$1,200	145
No	Floor	Under Screen	360	Optical, Scanning	\$1,175	146
No	Table, Portable	Under Screen		Mechanical, Scanning	\$250	
No	Table	Under Screen	360	Mechanical, Scanning	\$455 to \$475	
No	Table	Under Screen	360	Mechanical, Scanning	\$455	
No	Table	Under Screen	360	Mechanical, Scanning	\$226 to \$265	
No	Table	Under Screen		Mechanical, Scanning	\$850	
No	Table, Portable	Inside	360	Mechanical, Scanning	\$200	
No	Table	Under Screen	360	Mechanical, Scanning	\$285 to \$300	
Yes	Table	Top	360	Mechanical, Scanning	\$850	
No	Table	Top		Mechanical	\$59.50	147
No	Portable	Side	Fixed	Scanning (manual)	\$99.50	148

- (a) Most screens today either come in a shade of green, or are available in a shade of green
 (b) Price does not include accessories which may be necessary. This is basic price of machine
 (c) Cards are usually 35mm aperture cards, but there are other types such as 2"x2"—3"x5" etc.

Microfilm CONTINUED

technique with 16 mm film, and requires a high reduction ratio. Documents are filmed on only half of the film, then the film is reversed and the remaining half is used to film. In this way twice as many images can be placed on a roll of film.

Duplex is the method which permits filming of both sides of a document simultaneously (it's done with mirrors). The documents are fitted side by side across the width of the film.

Both duo and duplex methods allow twice as many documents to be placed on film, and of course, provide for even greater economy.

Planetary cameras have been called the workhorses of micro-filming. They can handle anything the rotary can, plus documents which are too large or too thick for a rotary. They are therefore, ideal for filming engineering drawings, blueprints, maps, and books without having to remove the pages. They are sometimes called "flat-bed" cameras because the document to be copied lies flat and motionless under the camera.

ROTARIES FASTER

THESE cameras are considerably slower than rotary cameras, but will take sharper pictures. Planetary cameras usually use 35mm film, but there are models which use 70mm and even 105mm film. The reduction ratio is reached by moving the camera up or down over the object to be filmed. The distance from the document determines the ratio. Most planetaries are manually operated, but automatics are available.

Proper lighting is important with planetaries, and large banks of flood lamps are part of the equipment. This is necessary because different documents require different lighting; the same illumination that is suitable for hand-written documents will not do for printed material. Therefore, if your particular records consist of a variety of written,

Microfilm . . . A simple system for almost any office CONTINUED

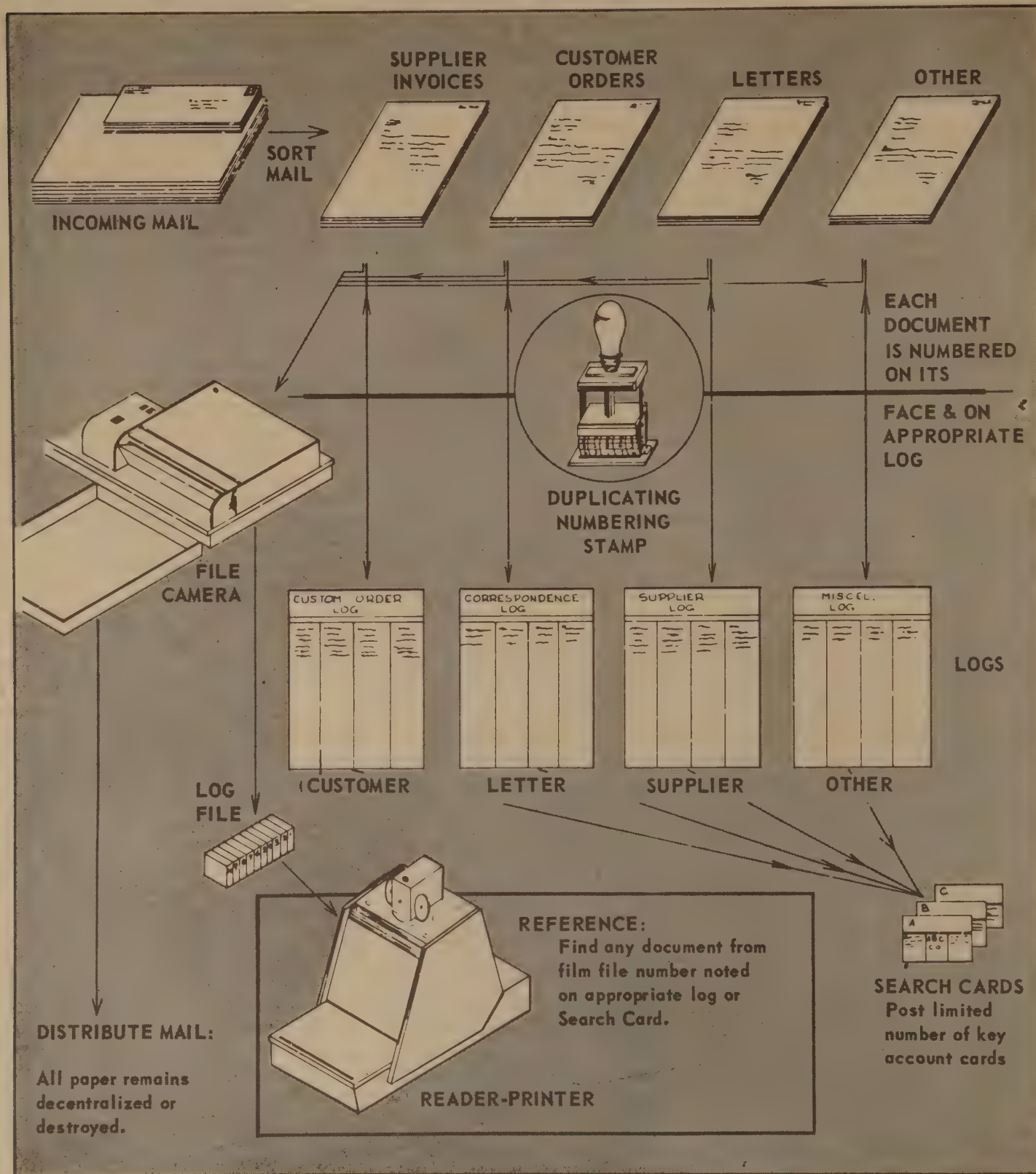
typed, printed or drawn material, the planetary camera would be more suitable than the rotary. The rotary, too, has adjustable lighting, but not nearly as much variety as the planetary.

While there are some small

planetary cameras, the really versatile ones have camera columns which may be more than ten feet high, which could create problems for some offices. Needless to say, planetary cameras are not exactly portable.

If you have to choose between a rotary and a planetary, and neither speed nor economy are prime factors, the planetary would probably be the better buy.

There are some general dis-



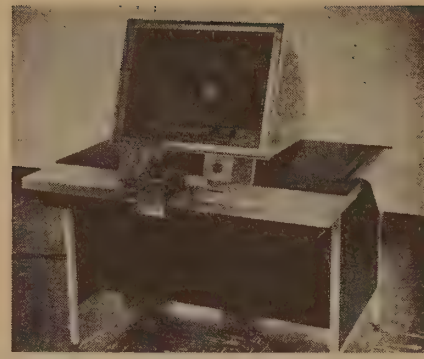
Microfilm Logfile to eliminate paper files on newly created files, insure findability, reduce filing costs, eliminate loss of file copies by binding together, and cut reference to permanent central files (Courtesy Dakota Microfilm Service, Denver, Colo.)



Sprite camera by Robertson Photo Mechanix. Short run duplication.



Micro-jacket reader by Atlantic. Portable with 8 x 10 inch screen.



Photostat's 18.24 reader-printer for aperture cards or film jackets.

advantages in microfilming of which you should be aware. Since everything on film is either black, white, or gray, colors, such as red accounting figures, must be circled or otherwise clearly identified to distinguish them from black figures. Color-coded lines on charts must be clearly identified by words.

An easy record to microfilm is one with clearly printed black letters on white paper. A difficult record to copy would be one with blue letters weakly printed on flimsy blue paper. Onionskins, too, especially in rotary cameras, may present some difficulties.

Despite all precautions, some images will be illegible or missing because of their poor contrast. A good inspection system will detect and correct most of these defects after filming, but the most effective method is to eliminate them before filming.

The greatest loss of information on microfilm, however, results from filming records which are not filed in a meaningful or useful order. If a file is disorderly, its microfilm copy will be disorderly. Microfilm captures not only the records, but all of their defects as well. It is, therefore, necessary to arrange records carefully in the order you want to use them — *before* filming.

Since your camera will not operate without film, it will be of value to know something about it. However, do not burden yourself with learning the wealth of technical information which surrounds film. A few

fundamentals about film and its handling will be sufficient.

As mentioned in the section on cameras, film is available in sizes of 16, 35, 70, and 105 millimeters. The size you select will depend upon the job you want to accomplish. For the most part, 16 and 35mm film will be your main concern.

Film is usually purchased in 100 foot rolls, but it is available in 200 foot rolls. The cost, including developing, is about \$4.25 per 100 feet. Of course,

film expenditure depends on the microfilm technique used, but in any event, the cost seldom exceeds 25 percent of the total.

The simplest way to develop microfilm is to send it back to the manufacturer. Most large microfilm companies include the development of film in their cameras as an additional service. Because each film making firm uses a slightly different chemical for developing, it is not wise to "buy here, develop there." You can, if you wish, have film

HOW LEGAL IS MICROFILM?

Passage of the *Uniform Photographic Copies of Business Records as Evidence Act* by Congress and many state legislatures in the past fourteen years means that certified microfilm copies of your business records are acceptable in lieu of destroyed originals in almost every court and legal proceeding throughout the United States. The only states which have not yet passed the UPC Act, or a similar law, are Mississippi and West Virginia (also the Commonwealth of Puerto Rico), according to a survey made by the Recordak Corporation.

The UPC Act differentiates between actual microfilm copies and any enlargements or facsimiles made from them. In other words, the microfilm copy is considered the equivalent of the original document, but reproductions made from this film can only be accepted as primary evidence if the film itself is available for inspection.

Administrative Management, February 1963

developed by independent processors. They are reliable, and usually charge about \$7.00 per 100 foot roll. For the average user, either of these methods is far cheaper than an in-company film-printing installation.

Should the volume of filming grow to such a point that in-plant film processing becomes necessary, the latest printing equipment is designed to make it as simple and fast as possible. For some processors there must be a convenient source of hot and cold running water. Also, the processing of film requires specially trained personnel.

STORING FILM

WHEN the film has been developed, by whatever method you choose, you then have three basic means of storage available: roll film, jackets, or aperture cards.

The most generally used way, especially for 16mm film containing office data, is on 100 foot rolls. With the advent of reader-printers (which will be discussed

in detail later) roll film has become an even more valuable tool. This storage method can be inconvenient when there is material to be added to a record, especially if it has to be added in the middle. Then the addition must be spliced in. Splicing in itself is not difficult, and there are several pieces of equipment which make it easy enough for anyone to do. However, every time you have to splice a piece of film, it means the film must be handled, and is subject to damage.

The film jacket is another way to file film. It combines easy availability plus large capacity. In a jacket a considerable number of film images are held between clear acetate sheets with a permanently affixed tab for labeling. The jackets may then be filed just like cards. Film jackets can hold groups of images of different sizes. 16mm and 35mm film clips can be integrated. And because they are inserted individually, they can be added to at any time, in any order. Because of the transparency

of the jackets, they can be processed in copy-printing machines.

Aperture cards have solved many of microfilm's former filing problems. In appearance an aperture looks like a conventional 80 column punched card, except that it has a rectangular piece of microfilm mounted near the right hand end. The card can be used with any punched card machinery, having usually 50 columns available for encoding information.

Mainly the card is used with 35mm film, its widest applications being engineering drawings, maps, and other large documents. It combines the convenience of a punched data processing card with the advantages of having the information attached to it, from which copies can be made instantly.

There are several aperture cards on the market, but Film-sort, a Minnesota Mining & Manufacturing product, is the one most widely used. One of the more interesting applications is at the U. S. Army Rocket Guided Missile Agency (ARGMA) in Huntsville, Ala.

Do I Have Room for a System?

Design of an office to accommodate a microfilm installation is dependent, naturally, on the kind of setup you need.

Because of the relatively small size of rotary cameras, the required readers or reader-printers, and the microfilm files, hardly much more than a desk, or two at the most, is necessary. Any average size office, say 15' x 11' for instance, would be adequate enough to contain the desk of the person maintaining the system plus all of the equipment mentioned above. This space and type of system would be most applicable for keeping film on roll storage, though it is not inconceivable that an aperture card setup could be contained in the same amount of space. The prohibitive factor with aperture cards, of course, would be the data processing equipment necessary to sort the cards.

Unless your company's average size offices can accommodate a horse, the large majority of "work-horse" planetary cameras will not fit. There is a column (sometimes as high as 10 feet) on which the camera moves up or down. Some offices do not have ceilings high enough for this. There are a few small planetaries available, but they do not afford the abilities of the larger ones.

Furthermore, since most planetaries are banked with floodlights, the illumination from them would no doubt disturb some people in a regular office. The most ideal spot for these cameras is in a separate room, preferably in a little used area of the building.

Usually microfilm systems, as with most any other systems, function best if they are kept together as a unit. However, it is possible where a planetary camera is used, to do the filming in one place and storage and retrieval in another. Storage and retrieval should by all means be located in the same room for utmost effectiveness.

Before coming to any decision on space you'll need, discuss the type of system that will do your work with a microfilm representative.

CARD MOUNTING

THE agency's engineering documents section controls an active file of some 850,000 drawings plus an historic file in excess of 1½ million items — all micro-filmed and mounted in aperture cards. Information from this huge file can be printed out in card-to-paper or card-to-card form within seconds.

Space saving is equally important here—100,000 drawings are stored in only four square feet of floor space. Here again the reader-printer plays an invaluable role by producing a copy of any drawing desired in 10 seconds.

Mounting film in an aperture card is simple. There are several pieces of equipment which will do the job with ease. Film may also be mounted by hand—slower, but effective. The advantage

of mounting by machine, besides speed, is that the film doesn't have to be handled as much.

As a matter of fact, the entire aperture card process can now be accomplished by pushing a button. This is accomplished through use of the Filmsort 1000 processor-camera. In less than a minute this machine films a document, develops the film, and produces a completely mounted aperture card, ready for use.

THE READERS

WHEN industry demanded that it be able to "get back" what it had put into microfilm, and quickly, the microfilm industry came up with answers. They provided readers, printers, and finally, the reader-printer.

By its very nature microfilm cannot be read with the naked eye. After reduction it must be magnified in some way. This is the job of the reader. Just as cameras offer a choice of reduction ratios, so do readers offer a choice of magnification ratios. It is advisable that the reader have a magnification ratio equal to or larger than the reduction ratio of the camera with which it is used.

There are several things to look for in selecting a reader. The first is what size film it will hold. A 35 mm reader will handle both 16 mm and 35 mm film; a 16 mm reader will not handle 35 mm film. If used with a rotary camera, some documents may be filmed on end deliberately in duo or duplex patterns, so look for some means to turn the image right side up. Some readers permit a 90 degree rotation, some 180 degrees, and others a full

360 degrees. Since there is always the chance that a document will be filmed upside down a full 360-degree rotation can be quite handy.

How the film is advanced in the reader is important where roll film is concerned. If the roll is low reference a hand driven reader will serve well. However, if a high incidence of referral is the case, then consider a motor driven reader.

A method of index scale is mandatory with every reader. Without it, searching for a single frame in a hundred feet of more than 2500 film images would eliminate whatever retrieval benefits had been hoped for. Some readers have circular indexes on the turret which turns as the film moves. Some have scales along the side of the screen which match up with line patterns on the film itself. A shining example of this last method is a Recordak installation at Sears Roebuck.

An entire Sears parts catalog is kept on roll film. The film is kept in coded cartridges and is never touched by hand. When a request is made, a cartridge is simply slipped into the reader, which causes the reader to "turn on" and start working. Line patterns on the film automatically point out the image desired, and in a matter of seconds it is located. When done on Recordak's Lodestar reader-printer (there's that thing again) not only is the image located, but a copy is made—all in less than a minute. Thus, one page in thousands of a microfilmed catalog is instantly available.

Printers print. We are not dismissing this category in just two words without reason. Prin-

ters are important — and they will continue to be for some time to come. But the reader-printer (which has been mentioned so often throughout this article) is so exciting that it warrants immediate attention. And (in our opinion, of course) the reader-printer is tomorrow's machine today. Though printers will continue to fill a vital need — the reader-printer and its subsequent refinements, will eventually outmode straight printers (except in special instances).

INSTANT COPY

LIKE printers, a reader-printer does what its name implies. There is a screen (like that of most any straight reader — except in the cases of Xerox's Model 18.24 and Bruning's Copytron Model 1000, where the screen is small and not intended specifically for reading, but will serve that purpose) on which an image appears magnified. The viewer can study the image as long as he wishes, and then should he desire a copy he simply pushes a button, and—presto—a copy of the image is at his finger tips.

Reader-printers will handle jacketed films, roll film, and aperture cards. In general they will handle all size film, but are mainly used with 16 mm and 35 mm film. Most are small—desk size.

In addition to the basic microfilm equipment which all points toward retrieval, there are some important systems worth considerable mention.

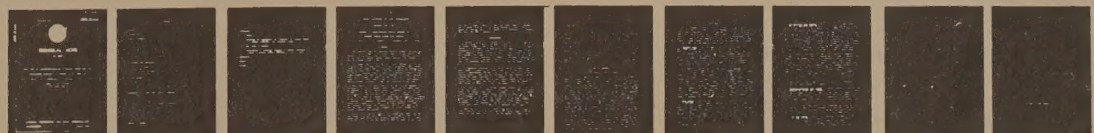
MEDIA — Magnavox Electronic Data Image Apparatus. This is a camera-coder. Each document to be placed in the

N62-10081
UNCLASSIFIED

ANALYSIS OF LIQUID-HYDROGEN STORAGE PROBLEMS FOR UNMANNED NUCLEAR-POWERED MARS VEHICLES.

(NASA TN D-587)

N62
10081
UNCLASS



Used by NASA for rocket design this 70-page document was reduced to a 5 x 8 transparency.

MEDIA file is assigned a number. This number is keyed into the camera, as a visible number, via the keyboard. System locates and produces a copy of any page in a file of 30,000,000 pages or more, in less than a minute. Features automatic purging of obsolete documents, random updating, and documents that are never removed from the system.

WALNUT. This is a microfilm retrieval system developed by IBM to conform to the requirements of the Central Intelligence Agency. Its catalog or index is a magnetic file. It is loaded with photographic images of documents reduced to 1/1000th of their original size. The electronic memory locates unexposed aperture cards which carry punched card data on the location of any microfilm image in the system. That image is automatically printed on the card and delivered to the user. The original microfilm document never leaves the file.

And there are other systems as the microfilm emphasis on information retrieval continues. Just to mention some, there is **FILESEARCH** developed by FMA, **DACOM** developed by Recordak, **VERAC** developed by Avco, and **MINICARD** developed by Kodak. But not all microfilm systems are designed for users with mammoth record files. In fact, the equipment discussed earlier in this article is geared to suit firms of various size—from the smallest to the largest.

Except where specific equipment is mentioned (i.e., charts) costs of a microfilm program have been purposely eliminated from this article. No discussion of costs could be of real value, since each program installed is unique. Even in the mention of prices of basic equipment the full story cannot be told. There are many cases where the purchase of equipment is not at all necessary; where rental is perhaps the answer; where using a microfilm service may solve your problem. A "sit-down-and-talk" discussion with a microfilm representative will give you the best line on program costs.

We can say this with regard to costs: the evidence of actual savings realized due to the use of a well planned microfilm program, is overwhelming—and in all honesty—there are some instances where savings will not be realized, but they are becoming fewer.

A complete list of manufacturers and distributors of microfilm equipment, systems, and supplies is available simply by circling number 101 on the reader inquiry card.

Microfilm is worth looking at to find out if it's for you. We know of no area where this industry has not answered the need—and if they have not it is only temporary.

And finally the space age. The names Grissom, Cooper, Glenn, Schirra, and the other astronauts are as familiar as our own. A brand new microfilm has been

chosen by the National Aeronautics and Space Administration (NASA) as the medium for world-wide dissemination of scientific and technical information relevant to American objectives in aeronautics and space. Some 25,000 to 30,000 documents annually will be placed on 5 x 8 inch flat film transparencies.

The facility, operated under contract to NASA by Documentation Inc., produces multiple microcopies of each document. This method was selected by the space men because of (1) ease and economy, (2) good image quality (3) compatibility with existing reader-printers (4) long life of film.

Reduction ratio is 15.5X permitting up to 70-page document to be reproduced on each transparency.

A commercial variation, Docuform, is now being marketed in conjunction with a newly-devised random file system to speed retrieval and minimize the possibility of misfiling. ■

For additional copies of this report, write or call the Records Management Division, Office of Plant and Operations, U. S. Department of Agriculture, Washington 25, D. C.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

July 7, 1963

PLANT AND OPERATIONS MEMORANDUM NO. 78

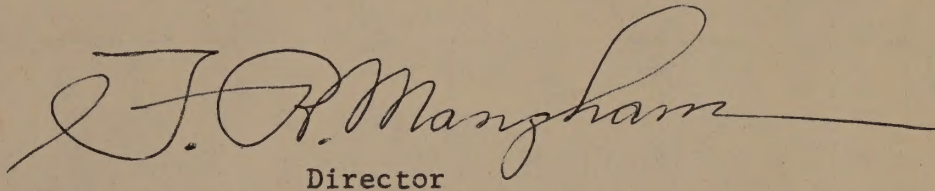
Paperwork Management Training Films

The Records Management Division, Office of Plant and Operations has obtained one copy each of six short training films on selective subjects in the paperwork management area. Each film has a short workshop associated with it. (See the attached list for titles and subject coverage.)

These films and workshops were developed by the Department of Navy. Although slightly oriented to Navy situations, they can, none-the-less, be used to good advantage in the Department of Agriculture.

The films are available on a loan basis to staff offices and agencies desiring to use them. If any agency wishes to purchase one or more of them, they may be procured from United World Wide Films, 1145 Park Avenue, New York 29, New York.

For further information call Extension 7231.


Director

Attachment (See reverse side)

TITLE AND FILM NO.	FOR WHOM	BENEFITS	PRICE
PLAIN LETTERS (FN 9433A)	Letter writers and reviewers at all levels in an organization.	Shorter letters, lower "fog index" in writing generally, improved relationships with readers, fewer reviews of letters, more use of "endorsement" type replies. Greater shortness, simplicity, strength, and sincerity in correspondence. Elimination of "Gobbledygook."	\$ 87.75
MOVING THE MAIL (FN 9433B)	Those persons concerned with the flow of mail, at all levels of an organization.	Achieves fast and accurate delivery of communications to action desks and prompt replies; eliminates many controls and mail handling operations by tailoring of systems better to meet agency needs.	
BETTER CORRES- PONDENCE PRACTICES (FN 9433C)	Those persons responsible for correspondence procedures at all levels of an organization.	Expedites correspondence at all levels in an agency by emphasizing practices with which officials, rather than clerical personnel are concerned. Affords concrete accomplishments such as reducing letter rewrites, unnecessary clearances and reviews, and simplifying correspondence controls.	\$ 97.25
MANAGING YOUR FORMS (FN 9433D)	Forms origina- tors at all levels in an organization. These are line supervisors who use forms.	Eliminates, combines, revises, or creates forms for more effective operations. Highlights techniques for making forms do best job possible. Better quality of forms drafts prepared by originators, permitting faster finished work by forms technicians. Both printing and processing savings.	\$ 80.75
RECORDS DISPOSAL (FN 9433E)	Persons in charge of files at all levels of an organization.	Greater appreciation by files custodians of their part in records programs. Shorter retention periods for records, more transfers of files to inexpensive storage, greater use of "cut-off" techniques, more destruction of over age materials. Space and equipment savings.	\$111.50
MANAGING YOUR REPORTS (FN 9433F)	Persons at all levels of an organization who require or prepare reports.	Reduced effort expended on reports and more useful reports. Application of pyramid, summary, and exception reporting. Eliminates unnecessary and negative reporting, combines and simplifies reports, and levels the reporting workload.	\$100.75
			\$ 80.75